

**THE WALLACE HIGH SCHOOL  
12A CLONEVIN PARK  
LISBURN  
BT28 3AD**

**VOLUNTARY GRAMMAR SCHOOL  
AGE RANGE: 11-18  
ADMISSIONS NO: 170  
ENROLMENT NO: 1160**

**Principal: Deborah O'Hare BA PGCE MEd PQH  
Chairperson, Board of Governors:  
Mr G Sutton CEng MICE FCIWEM FIW**

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**To Parents/Guardians naming The Wallace High School as a preference on your child's Transfer Form.**

**Entrance Test Results**

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

- your child's score in the Association for Quality Education ("AQE") Common Entrance Assessment ("CEA") which should be entered, along with the AQE Candidate Number, in the following format: 'AQE CEA score', followed by the score with the AQE Candidate Number in brackets

**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 note that you are required to:

- present all such material as you consider will assist the Admissions Committee of the Board of Governors in determining if Special Circumstances/Special Provision apply;
- attach all such material to the Transfer Form.

**Further details can be found in the Section 'Special Circumstances and Special Provision' see Appendix 1.**

**OPEN DAY INFORMATION**

**Saturday 28 January 2012 at 10.00am – 12.30pm**

Parents and P7 children are very welcome to attend.

The Wallace High School ("the School") is a co-educational, non-denominational Voluntary Grammar School situated in a peaceful tree lined avenue in a residential area of Lisburn. It was founded in 1880 by a bequest from the estate of Sir Richard Wallace, local landowner and MP, as the Lisburn Intermediate and University School and was renamed in 1942 in memory of its founder. The School has a rich history and is proud its reputation and the successes of generations of young people.

A programme of continuing development has ensured that well resourced teaching areas and excellent sports facilities are provided for our 1160 pupils. The School prides itself on its pleasant, modern environment which is conducive to learning. ICT is valued as an important tool to support and extend learning. To this end, an extensive wireless network, intranet and digital technology add an extra dimension to the work of the School.

Our main aim is to enable pupils and staff to develop their talents to the full, within a caring environment in which they feel secure and valued. Pastoral care is at the heart of our community and each young person is valued. Young people are encouraged to set themselves, and achieve, realistic but stretching targets. Success is valued and celebrated through a variety of pupil-centred reward systems.

Pupils are prepared for GCSE examinations and the majority stay on to complete two years of A' level study in the Sixth Form before proceeding to higher or further education. GCSE and A' Level results are well above the Northern Ireland average for grammar schools.

The partnership between home and school is pivotal to the success and well-being of our young people. Consequently, parents are kept regularly informed of

progress through informal contact, reports and Parents' Meetings. This support for our young people is complemented by a high quality, comprehensive careers information and guidance service.

Parents are also encouraged to become more active members of the school community by joining our successful and vibrant Parent Teachers' Association. An Old Girls' Association is also active and these two wider community groups are invaluable in supporting the work of the School.

Through our pastoral and academic systems young people are challenged academically and supported. They are encouraged to be involved in a wide variety of life-enriching, extra-curricular activities. The School has a proud history of individuals and teams winning elite competitions and gaining representative honours. Equally recreational involvement is valued and celebrated as young people are encouraged to develop healthy lifestyles. As proud ambassadors of our School all pupils are expected to wear school uniform and maintain the highest standard of appearance.

With such a wealth of opportunities from which to avail, pupils are encouraged to give back to the local and global community through community service and charitable giving.

The School has an intake of 170 pupils into Year 8. The strong effective pastoral system with its Heads and Assistant Heads of Year ensures that individual pupils benefit from the support and guidance of their Class Tutor who monitors academic progress and general welfare. From the very first day of Induction pupils know to whom to turn if they have difficulties or questions. Pupil mentoring is a key part of the Induction programme. Experienced, trained and responsible senior pupils work closely with junior pupils to support them, provide them with a point of contact in the pupil body and help them settle into grammar school life.

As the School is a voluntary grammar school, a mandatory capital fee of £140 per annum is currently charged. This is reduced to £100 for the third and subsequent children in a family. This money is used to help finance new school buildings and equipment. To help fund the high level of academic and sporting facilities offered to all pupils at the school, parents are asked to make an additional voluntary contribution which stands at £35 per pupil. The school's Charges and Remissions Policy outlines optional extras of which parents may avail for their children. It is to be found at [www.wallacehigh.org](http://www.wallacehigh.org).

### **ADMISSIONS POLICY FOR 2012**

Selection of the intake for Year 8 has been delegated by the Board of Governors to an Admissions Committee appointed by the Board of Governors.

### **ADMISSIONS CRITERIA**

The School is a co-educational, non-denominational, Voluntary Grammar School. The School's enrolment number is 1160 and its admissions number is 170. For transfer to Year 8 the Admissions Committee of the Board of Governors will consider, in the first instance, those children who have taken the Common Entrance Assessment (CEA) provided by the Association for Quality Education (AQE) and who have been awarded a mark in the form of a standardised score. Information on this test is available from the School or on the AQE website [www.aqe.org.uk](http://www.aqe.org.uk)

**It should be noted that the Admissions Committee of the Board of Governors will not take into account the position of preference given, to the School, by the applicant on the transfer form. An application from a child who has placed the School 2<sup>nd</sup> in order of preference, and who has not been offered a place in the school of first choice, will be considered in the same way as all first preference applications to the School.**

It is the responsibility of the parents of the child applying to ensure that all relevant information is made available to the School.

The score in the CEA should be entered in Section C of the transfer form in the following format: **"AQE CEA score"**, followed by the score with the AQE Candidate Number in brackets.

Applications for Special Circumstances and Special Provisions will be considered first and equally with all applications. (see Appendix 1).

It should also be noted that children resident in Northern Ireland at the time of their proposed admission must be admitted before any child not so resident.

The process for admissions, should the School have more applicants than places available, is as below:-

Allocation of places by the Admissions Committee of the Board of Governors will be made in two stages:-

### **Stage 1**

The results of the CEA will be reported as a standardised score out of a maximum of 140. The standardised scores of all applicants will be placed in rank order and banded in ranges of a score of 5. Higher scores will precede lower scores, i.e.; 140 – 136 being the first band, 135 – 131 the second band, 130 – 126 the third band, 125 – 121 the fourth

band, 120 – 116 the fifth band, 115 – 111 the sixth band, 110 – 106 the seventh band, 105 – 101 the eighth band, and so on in ranges of a score of 5. Places will be allocated to all the applicants in the bands above the band containing the 170<sup>th</sup> applicant.

### **Stage 2**

The remaining places will be allocated from the applicants in the band containing the 170<sup>th</sup> applicant by applying, in order, the criteria below:

- a) Children who are attending the Preparatory Department of the School.
- b) Children who have a child of the family enrolled in the School on the date of transfer.
- c) Children whose twin or triplet sibling(s) has (have) already been admitted to the School.
- d) Children who have a child of the family who attended the School.
- e) Children who have a parent who was a pupil of the School.
- f) Children who are transferring from primary schools from which the School has received pupils within the last five years (see accompanying list) and who are the elder/eldest children in their respective families or who are the first in the family to transfer to a mainstream school or who are the only child in their family.
- g) Other children who are transferring from primary schools from which the School has received pupils within the last five years (see accompanying list).
- h) Children \*entitled to free school meals at the time of application.  
\* "entitled to free school meals" will mean children who are listed on the Education and Library Board/ESA register as entitled to free school meals at the date on which their parent has signed their post-primary Transfer Form or at any date up to and including 9 May 2012.
- i) Random computer generated tie-breaker. The following random selection process, as determined by the Board of Governors and overseen by the Admissions Committee, shall be applied to determine the remaining applications to be accepted:
  - each application to be considered at this stage is allocated a random number electronically generated within Microsoft Excel;
  - the applications are then ranked in order of the random number with higher numbers having preference.

### **Appendix 1**

Guidelines on the arrangements for Special Circumstances and Special Provision.

The purpose of a claim for Special Circumstances and/or Special Provision is so that a child can be assigned a score equivalent to that which he or she would have obtained in the AQE CEA, 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, in the judgement of the Admissions Committee of the Board of Governors, 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 Admissions Committee of the Board of Governors so that a mark equivalent to that which the child would have obtained in the AQE CEA under normal conditions can be awarded.

It is for parents to present all such material as they consider will assist the Admissions Committee of the Board of Governors in performing both parts of the consideration described above. It should be noted by parents that both parts of the consideration referred to involve an exercise in judgement and not precise calculation.

### Special Circumstances

The School has academic performance as its first criterion, subject only to the consideration of medical or other problems which may have affected performance in the CEA and which are supported by documentary evidence of a medical or other appropriate nature. These ‘medical or other problems’ are commonly referred to as ‘Special Circumstances’.

Please note, if a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted for a child, the Admissions Committee of the Board of Governors will take into account the fact that the child was granted Special Access arrangements for those matters.

Parents who wish to apply to the School under Special Circumstances must complete Form SC11 obtainable from the School or AQE, and attach it with appropriate documentary evidence to the Transfer Form, as detailed below.

### Details of Medical or Other Problems

Where it is claimed that a child's performance in the CEA has been affected by a medical or other problem, it is the responsibility of the parents to set out in the Form SC11 precise details of the problem and must append 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 CEA, the Admissions Committee of the Board of Governors will give greater weight to evidence 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 should append appropriate evidence. It should be noted that in all cases independent evidence will carry greater weight.

### Educational Evidence

Objective documentary evidence must be provided by the parents. This should include the score achieved in the CEA and, where they exist, the results for the child

of any standardised test(s) conducted in Year 5, Year 6 and Year 7, and the results in any end of year tests in English and Mathematics in Year 5 and Year 6.

It would be useful for the Admissions Committee of the Board of Governors to have additional comparative information from the primary school. This should include 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 in English and Mathematics in Year 5 and Year 6.

The Admissions Committee of the Board of Governors will consider the application for Special Circumstances. Where Special Circumstances are accepted, the Admissions Committee of the Board of Governors will determine, on the basis of the information available, a score for the child. Such children will then be considered with all other children who have received a CEA score and the admissions criteria applied.

### Special Provision

Parents can apply for Special Provision in respect of:

- i) Children whose parents wish them to transfer from schools outside Northern Ireland.
- ii) Children who have received more than half their primary education outside Northern Ireland.
- iii) Children, entered for the CEA, who because of unforeseen and serious medical or other problems were unable to participate in any of the assessments.

Note: It is expected that all those seeking admission should sit the CEA, with the exception of those children who take up residence in Northern Ireland after 16 September 2011.

Parents who wish to apply to the School under Special Provision should contact the School as soon as possible. In addition they should complete Form SC11, obtainable from the School or AQE ([www.aqe.org.uk](http://www.aqe.org.uk)), stating the precise reason why they believe the child is eligible for consideration under Special Provision and provide appropriate independent documentary evidence. A copy of SC11 and all the documentary evidence should be attached to the Transfer Form.

The Admissions Committee of the Board of Governors will consider the application for Special Provision. Where Special Provision is accepted, the following procedure will apply:

- the Admissions Committee of the Board of Governors will consider any assessment information, including the child's score in the CEA, if completed;
- the Admissions Committee of the Board of Governors will determine, on the basis of all available assessment information, an appropriate score for the child. The child will then be considered with all other children who have received a CEA score and the admissions criteria applied.

### Please note:

It is recognised that some parents may feel that their child's case falls into more than one of the above categories. In this instance, all evidence within the relevant categories should be appended to Form SC11.

The Admissions Committee of the Board of Governors will not adjust a mark solely on the basis of statements made but not supported by evidence.

The Information Commissioner's website [www.ico.gov.uk](http://www.ico.gov.uk) contains guidance for parents with regard to how to access information held by schools in relation to their child.

It is the responsibility of the parents to attach the requested information to Form SC11.

Where reference is made to another member of the family who is currently a pupil or an ex-pupil, his/her name should be included on the Transfer Form along with, if relevant, the current year group, class set, or in the case of an ex-pupil, the year the pupil left School.

The Admissions Committee of the Board of Governors reserves the right to require additional information or evidence, for example educational information, to determine, support or verify information on the Transfer Form. The provision of false or incorrect information or the failure to provide information within the deadlines set by the School can result in the withdrawal of a place and the inability to offer a place on the part of any school nominated on the applicant's Transfer Form.

**For those children whose parents wish them to transfer from schools outside Northern Ireland, applications for Special Provision should be received by the School by 16<sup>th</sup> March 2012.**

Primary Schools from which the School has received pupils in the last five years.

- Academy
- Anahilt
- Ballinderry
- Ballycarrickmaddy
- Ballymacash
- Ballynahinch
- Brownlee
- Carr
- Crumlin
- Dickson
- Downshire
- Dromara
- Dromore Central
- Drumbo
- Dunmurry
- Edenderry
- Fairhill
- Finaghy
- Fort Hill
- Friends' Prep
- Gilnahirk
- Greystone
- Harmony Hill
- Hillhall
- Killinchy
- Killowen
- Knockmore
- Largymore
- Lisburn Central
- Maghaberry
- Maralin Village
- McKinney (Dundrod)
- Meadow Bridge
- Moira
- Oakwood
- Old Warren
- Pond Park
- Riverdale
- Royal School Armagh Prep
- Segoe
- Seymour Hill
- Spa
- St Aloysius'
- St Bride's
- St Colman's (Lambeg)
- St Colman's (Moira)
- St Patrick's (Aghacommon)
- St John the Baptist (Boys)
- St John the Baptist (Girls)
- St Joseph's (Crumlin)
- St Joseph's (Lisburn)
- St Patrick's
- Stranmillis
- Tonagh
- Victoria College Prep
- Wallace Prep

## ADMISSIONS CRITERIA AFTER COMMENCEMENT OF 2011-2012 SCHOOL YEAR

The criteria relating to the initial admission of pupils into Year 8 will also be used for entry into Year 8, should admission become possible after the commencement of the School year. However, the criteria in Stage 2, sub paragraphs (a) – (i) in such cases will be as follows:

- a) Children who attended the Preparatory Department of the School.
- b) Children who have a child of the family enrolled in the School on the date of transfer.
- c) Children whose twin or triplet sibling(s) has (have) already been admitted.
- d) Children who have a child of the family who attended the School.
- e) Children who have a parent who was a pupil of the School.
- f) Children who attended primary schools from which the School has received pupils within the last five years (see accompanying list) and who are the elder/eldest children in their respective families or who are the first in the family to transfer to a mainstream school or who are the only child in their family.
- g) Other children who attended primary schools from which the School has received pupils within the last five years (see accompanying list).
- h) Children \*entitled to free school meals at the time of application.  
\* "entitled to free school meals" will mean children who are listed on the Education and Library Board/ESA register as entitled to free school meals at the date on which their parents are applying to the School.
- i) Random computer generated tie-breaker. The following random selection process, as determined by the Board of Governors and overseen by the Admissions Committee, shall be applied to determine the remaining applications to be accepted:
  - each application to be considered at this stage is allocated a random number electronically generated within Microsoft Excel;
  - the applications are then ranked in order of the random number with higher numbers having preference.

## APPLICATIONS AND ADMISSIONS

Applications				Admissions			
2008	2009	2010	2011	2008	2009	2010	2011
250	237	272	282	170	170	170	170

In 2010 and 2011 the school was oversubscribed in the band containing candidates with AQE scores of 101-105 and the non academic criteria were applied.