

## THE WALLACE HIGH SCHOOL

12A Clonevin Park

Lisburn

BT28 3AD

**Telephone No:** 028 9267 2311

**Fax No:** 028 9266 6693

**Email:** [school@wallacehigh.org](mailto:school@wallacehigh.org)

**Website:** [www.wallacehigh.org](http://www.wallacehigh.org)

**Principal:** Deborah O'Hare BA PGCE MEd PQH

**Chairperson Board of Governors:** Mrs S McCabe

## Voluntary Grammar School

**Age Range:** 11-18

**Admissions No:** 170

**Enrolment No:** 1160

### OPEN DAY INFORMATION

Prospective parents and pupils are warmly invited to visit [www.wallacehigh.org](http://www.wallacehigh.org) from 9.00am on 27 February 2021 to engage with our virtual Open Morning, videos, presentations and prospectus.

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

#### Entrance Test Results

Please ensure that you attach or upload a readable scanned version of the original AQE 'Notification of Result' to your child's online application form. This contains your child's AQE score and candidate number.

#### Verification of non-Academic Stage 2 criteria

Please ensure that where reference is made to another child of the family who is currently a pupil or an ex-pupil, his/her name should be included on the online application with, if relevant, the current year group, class set or in the case of an ex-pupil, the year the pupil left. In respect of a reference to a parent who was a pupil of the School the name of the parent at the time of attendance and the date he/she left the School must be included.

#### Special Circumstances and/or Special Provision

If you are making a claim for your child to be considered under Special Circumstances and/or Special Provision (and these are called "Special Cases" in the Admissions Criteria), please note that you are required to attach or upload to the online application the information required by the School as referred to in the Admissions Criteria in "Special Cases", (see below Notes 1-6).

### FEES

As the School is a voluntary grammar school, a mandatory capital fee of £140 per annum is currently charged. This is reduced to £70 for the third and subsequent children in a family. This money is used to help finance new school buildings and equipment. Parents are asked to make an additional voluntary contribution of between £80 and £250 to support whole school initiatives and general upkeep of the buildings and grounds. The school's "Charges and Remissions Policy" outlines optional extras of which parents may avail for their children. It can be found at [www.wallacehigh.org](http://www.wallacehigh.org).

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

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 FOR ENTRY INTO YEAR 8 2021

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 online application in normal circumstances (see notes below). 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, in normal circumstances.

In these criteria:

"alternative academic evidence" means any or all of the following:

- (a) Such objective evidence of the applicant's primary school test results in English and Mathematics (i.e. internal school tests and standardised tests) from the beginning of the Key Stage 2 period (i.e. P5) as the parents or guardians of the applicant produce to the School.
- (b) Such comments of the Principal of the applicant's Primary School on the pupil's academic achievements in comparison with the other members of the pupil's P7 class as they are produced to the School.
- (c) A report from an educational psychologist.
- (d) Any accredited assessments of the applicant's ability in English, Mathematics and verbal reasoning.
- (e) Such other information as to the applicant's academic ability as is provided to the School.

### NOTES:

- (a) It is emphasised that the onus is on the parents or guardians to ensure that the information referred to in (a) to (e) in the definition of "alternative academic evidence" above is provided to the School. Failure to provide such information may adversely affect the School's ability to assess into which Band the applicant should be placed.
- (b) The School will give such weight as it considers appropriate to such alternative academic evidence as is provided to it.

"AQE" means the Association for Quality Education Limited.

"AQE CEA" means the Common Entrance Assessment conducted by AQE in January 2021 from which a standardised score is obtained for each child who sits the AQE CEA.

"Normal circumstances" means circumstances in which the AQE CEA goes ahead and a standardised score is awarded by AQE.

"Covid-19 Reason" means the cancellation of the AQE CEA or such disruption to AQE CEA that AQE cannot provide any candidate with a standardised score.

"Covid-19 Criteria" means the alternative criteria which the Admissions Committee will apply, in order, due to the cancellation of the AQE CEA or such disruption to AQE CEA that AQE cannot provide any candidate with a standardised score.

"Special Cases" means:

- (a) A claim that an applicant's performance in the AQE test has been affected by a medical or other problem or circumstance and independent evidence of its existence is provided to the School; or

- (b) A claim that an applicant's performance in the AQE test has been affected by the fact that he/she has received more than half his/her primary school education outside Northern Ireland; or
- (c) A claim that an applicant who had applied to sit the AQE test was unable to take at least two of the assessments making up of the AQE test because of a medical or other problem (which is not the Covid-19 Reason); or
- (d) The fact that an applicant did not take up residence in Northern Ireland until after 9 October 2020.

"The School" means The Wallace High School.

"The Preparatory Department" means the Preparatory Department of The Wallace High School.

**NOTES:**

1. Parents or guardians who wish to make a claim that their child is a Special Case should obtain the appropriate form from the AQE website, complete it and attach it with the appropriate documentary evidence, including the alternative academic evidence, to the online application to be submitted to the Education Authority.
2. Where the problem is a medical one of short term duration which affected the child only at the time when the tests were taken, parents or guardians must provide evidence that the child was examined by a medical practitioner in relation to the illness at that time.
3. Where the problem is a medical one which prevented the child taking at least two of the assessments making up the AQE CEA, parents must append or upload evidence that the child was examined by a medical practitioner in relation to the illness and has certified that because of such illness the child was unable to participate in at least two of the AQE CEA.
4. Where the problem or circumstance is of a non-medical nature, parents or guardians should provide precise details of the problem and append or upload any appropriate credible evidence to corroborate its existence.
5. Where a child was granted special access arrangements in connection with his participation in the AQE CEA and the child's claim for "Special Circumstances" is based on the same problem for which special access arrangements were given, that fact shall be taken into account by the Board when considering if the applicant is entitled to claim for a Special Circumstance.
6. In considering a claim by a child who sat all three assessments making up the AQE CEA for special circumstances affecting only one of the assessments, the Admissions Committee may take into consideration the fact that the applicant sat all three assessments and that the applicant's result in the AQE CEA is based on the two best scores.

It is the responsibility of the parents of the child applying to ensure that all relevant information is made available. Applications for Special Circumstances and Special Provisions, i.e. "Special Cases" will be considered first and equally with all applications.

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 AQE 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 ie;

**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 Authority register as entitled to free school meals at the date on which their parent has signed their post-primary Transfer Application. If a child becomes eligible subsequent to this but prior to the final publication by the Board of Governors of allocated places, i.e. 12 April 2021, the parent must inform the school so that this criterion can be applied to the application.

- 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.

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 online application. Parents should therefore ensure that all information pertaining to their child and relevant to the School’s Admissions Criteria is stated on the online application or attached to it.

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

Anahilt	Dromara	Maghaberry	St Colman's
Ballinderry	Dromore Central	Maralin Village	St Joseph's (Crumlin)
Ballycarrickmaddy	Drumlin Integrated	McKinney (Dundrod)	St Joseph's (Lisburn)
Ballymacash	Dunmurry	Meadow Bridge	St Mary's (Deramore)
Ballynacrickett	Fairhill	Moira	St Malachy's
Ballynahinch	Fairview	Oakwood Integrated	Straidhavern
Brooklands	Finaghy	Old Warren	Stranmillis
Brownlee	Fort Hill Integrated	Our Lady Queen of Peace	Tonagh
Carntall	Friends' Prep	Pond Park	Victoria College Prep
Carr	Harmony Hill	Riverdale	Wallace Prep
Carrick	Killowen	Rowandale Integrated	Waringstown
Cranmore Integrated	King's Park	Seymour Hill	William Pinkerton Memorial
Crumlin	Knockmore	Spa	
Downshire	Lisburn Central	St Aloysius'	

#### DUTY TO VERIFY

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 online application. 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 application.

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.

Parents/Guardians should familiarise themselves with the remit of the Exceptional Circumstances Body, <https://www.nidirect.gov.uk/publications/exceptional-circumstances-body-guidance-notes-and-application-form>

**WAITING LIST POLICY**

If a vacancy arises and is to be filled during Year 8 the next applicant on the original transfer list rank order will be contacted. This list does not transfer automatically into applications for other year groups.

**APPLICATIONS AND ADMISSIONS**

Year	Admissions No	Total Applications <i>ie.</i> <i>All preferences</i>	Total Admissions
<b>2018/19</b>	170	267	176 *
<b>2019/20</b>	170	292	180**
<b>2020/21</b>	170	320	179***

\* Includes 5 SEN children and 1 child admitted under ECB

\*\* Includes 3 SEN children, 6 additional spaces by DENI under Temporary Variation, and 1 child admitted under Appeal.

\*\*\* Includes 3 SEN children, 2 additional spaces by DENI under Temporary Variation and 4 children admitted under Appeal.

**Criteria for admission to years 9 onwards**

For applications for a place in years other than Year 8 parents must complete and return the Application for Admission form, available on [www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/](http://www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/)

The criteria used to establish a rank order of applications is published on [www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/](http://www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/)

Please refer to the school website for guidance on admission to Sixth Form.

**Covid-19 Criteria**

Where the 'Covid-19 Reason' applies, the Admissions Committee will admit 170 applicants who had registered to sit the AQE CEA and that registration is verified by the parent/guardian. When more than 170 children are eligible the Admissions Committee will apply the following criteria, in order, to admit 170 children. Parents/Guardians must append or upload appropriate documentary evidence that the applicant was registered for AQE CEA 2021.

- (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 Authority register as entitled to free school meals at the date on which their parent has signed their post-primary Transfer Application. If a child becomes eligible subsequent to this but prior to the final publication by the Board of Governors of allocated places, i.e. 12 April 2021, the parent must inform the school so that this criterion can be applied to the application.
- (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.

Once the admissions number of 170 has been reached, second, third, fourth and later preference applications will not be considered unless they meet criteria which are ranked higher than those already provisionally admitted.

**Note on the treatment of Special Circumstances and Special Provisions "Special Cases"**

As The Wallace High School, under normal circumstances, has academic performance in the AQE CEA as its first criterion, subject only to the consideration of medical or other problems, if the AQE CEA or any educational evidence is NOT a selection criterion for this one year only, due to the 'Covid-19 Reason', there will be no category, as defined and applied, referred to as 'Special Cases'. Applications for Special Cases will not be considered.