

Banbridge Academy
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Principal: Mr R S McLoughlin BSc, MEd, PQH
Chairman of the Board of Governors: Mr Mark Orr QC, SC



Controlled Grammar
Age Range 11 - 18
Approved Admissions Number for 2016: 184
Approved Enrolment Number for 2016: 1320

An Open Evening for pupils of P7 and their parents will be held in school on **Monday 1 February 2016 at 7.00 pm**

TO PARENTS / GUARDIANS naming Banbridge Academy as a preference on your child's Transfer Form

Entrance Test Results

Please ensure that you enter the score awarded by the Association for Quality Education together with the AQE Candidate Number in Section C of the Transfer Form and please note it is the responsibility of parents/guardians to make sure that the original Statement of Result received from AQE indicating their child's AQE CEA score is attached to the Transfer Form.

Special Circumstances and/or Special Provisions

If you are making a claim for your child to be considered under Special Circumstances or Special Provisions, please read carefully the information given in the relevant sections below. **Please note that you are required to present all such material as you consider will assist the Education Committee in determining if Special Circumstances and/or Special Provisions apply AND attach all such material to the Transfer Form.**

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

Banbridge Academy is a co-educational non-denominational controlled grammar school. The Board of Governors of Banbridge Academy has delegated to its Education Committee, in conjunction with the Principal, the responsibility of applying its admissions criteria to identify which children are to be admitted to Banbridge Academy. This includes decisions in respect of Special Circumstances and Special Provisions.

ADMISSION CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2016

The Education Committee will not use as a criterion the position of preference given to the school by the applicant on the Transfer Form; for example a child who has chosen Banbridge Academy as a second or subsequent preference school will be considered in the same manner as a child who has chosen the school as his or her first preference.

In selecting children for admission, children resident in Northern Ireland at the time of their proposed admission to the school will be selected before any child not so resident.

When considering which children should be selected for admission, the Education Committee will only take into account information which is detailed on or attached to the Transfer Form including the score provided by the Association for Quality Education (AQE) as a result of the child's performance in the Common Entrance Assessment (CEA) (or awarded as a result of consideration of Special Circumstances and/or Special Provisions). It is the responsibility of parents/guardians to make sure that all information pertaining to their child and relevant to the School's admissions criteria, as outlined below, is stated legibly on or attached to the Transfer Form. Parents/Guardians should note that they may be required to produce documents verifying information pertinent to the School's admissions criteria.

If the number of applications is greater than the Admissions Number, the following criteria shall be applied in the order listed below until the point where the admissions number is complete:

1. The Education Committee will consider children who have taken the Common Entrance Assessment ("CEA") administered by the Association for Quality Education ("AQE"). The Board of Governors will use the 'score' as awarded by AQE to a pupil in the CEA, 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 (184). The score in the AQE CEA should be entered, along with the AQE Candidate Number, 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. It is the responsibility of parents/guardians to make sure that the original Statement of Result received from AQE indicating their child's AQE CEA score is attached to the Transfer Form.
2. If more than one child is eligible for the last remaining place(s) because they have equal scores, then the final place(s) will be allocated using the following criteria, in the order stated:

- i. Children who, at the date of their application, EITHER have a sibling¹ currently in the School [state name(s) and Registration Group(s)] OR are the eldest² child in the family to be eligible to transfer to a mainstream Post-Primary School (details to be supplied on the Transfer Form).
¹ Sibling is defined as another child of the family [Article 2(2) of the Domestic Proceedings (NI) Order 1980], to include: adopted/fostered children, half-brothers and sisters and orphaned cousins being brought up with a family.
² Eldest covers 'only' children as well as twins (or other multiples) who are treated as joint eldest.
- ii. Children who are registered at a Primary School within the former Banbridge District Council area.
- iii. Children who are registered at a Primary School outside the former Banbridge District Council area.
- iv. Children will be ranked for acceptance on the basis of a computer-based process which will make use of the names as entered on the Transfer Form.

The process is carried out by means of a computer programme which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, 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. Further details may be obtained from the Principal.

3. If there are still places available after consideration of all the children who have taken the AQE Common Entrance Assessment and been awarded a score by AQE (or a score determined by the Education Committee in accordance with the arrangements for Special Circumstances and Special Provisions as set out below), the School will consider for admission any children who have not taken the AQE CEA. Such children will be allocated to the remaining places up to the School's Admissions Number using the criteria outlined above in paragraph 2 in the order set out.

Special Circumstances and Special Provisions

General

The purpose of a claim for special circumstances and/or special provisions 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 provisions consists of two parts: the first requires the consideration of whether there is sufficient material 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 Education Committee so that a score equivalent to that which the child would have obtained in the AQE CEA under normal conditions can be awarded.

It is for parents/guardians to present all such material, on and/or attached to the Transfer Form, as they consider will assist the Education 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 award the score that the child would have obtained in the AQE CEA under normal circumstances, the Education Committee will consider any material presented (including on or attached to the transfer form) by the parents/guardians. This material may include any or all of the following:

- i) The score awarded in the AQE CEA and stated on the Transfer Form in Section C;
- 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 in English and Mathematics conducted in Year 5 and Year 6;
- 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 in English and Mathematics conducted in Year 5 and Year 6 and, where available, the respective AQE CEA score awarded;
- iv) Any other relevant material.

Special Circumstances

Banbridge Academy has academic performance in the AQE CEA 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 that 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 Education Committee will take into account the fact that the child was granted Special Access arrangements for those matters.

Parents/Guardians who wish to apply to the School under Special Circumstances should complete Form SC15, obtainable from the School or AQE, stating the precise reason why they believe the child should be considered for Special Circumstances. This should be attached to the Transfer Form with appropriate documentary evidence.

The Education Committee will consider each application for Special Circumstances. Where a Special Circumstances claim is upheld the Education Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all other children who have received an AQE CEA score and the Admissions Criteria applied.

Details of Medical or Other Problems

Where it is claimed that a child's performance in the AQE CEA has been affected by a medical or other problem, it is the responsibility of the parents/guardians to set out in the Form SC15 precise details of the problem and 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 AQE CEA, parents/guardians should be aware that the Education 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 assessments.

Where the problem is of a non-medical nature the parents/guardians should set out in the Form SC15 precise details of the problem and append appropriate documentary evidence.

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 their primary education outside Northern Ireland;
- (c) children entered for the AQE CEA, who because of unforeseen and serious medical or other problems which are supported by appropriate documentary evidence, were unable to participate in any of the assessments.

Note: It is expected that all those seeking admission should sit the AQE CEA, with the exception of those children who take up residence in Northern Ireland after the 11 September 2015.

Parents/Guardians who wish to apply to the School under Special Provisions should contact the School as soon as possible. In addition they should complete Form SC15, obtainable from the School or AQE, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and attach it with appropriate documentary evidence to the Transfer Form.

The Education Committee will consider each application for Special Provisions. Where Special Provisions are accepted, the Education Committee will determine, on the basis of the information available, an appropriate AQE CEA score for the child. Such children will then be considered with all other children who have received an AQE CEA score and the Admissions Criteria applied.

Admissions to Year 8 following completion of the Transfer Procedure

Banbridge Academy operates a separate waiting list for Year 8. All applications for admission to Year 8 that were unsuccessful in obtaining a place in the school 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 2017**. Please contact the School if you wish your child's name to be removed from the list. Should a vacancy arise after the completion of the Transfer Procedure and should there be more applications than places available, the procedure outlined above in the Admissions Criteria for entry of children to Year 8 will be followed. The School will contact you in writing if your child gains a place in the School by this method.

Should the Education 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.

It is the responsibility of parents/guardians to ensure that the Transfer Form is completed in full, and to notify the Education Committee on the Transfer Form where appropriate criteria apply to their son/daughter.

If the Education Committee of the Board of Governors of Banbridge Academy becomes aware of

- (a) any material irregularity in the application made to the Association for Quality Education Limited in connection with the prescribed test; or
- (b) any falsification of any documents submitted to the Association for Quality Education Limited in connection with the prescribed test; or
- (c) any material breach of the conditions on the part of the child or his parents or guardians relating to the prescribed test it reserves the right to reject the application to the School for that child.

DUTY TO VERIFY - THE VERIFICATION OF INFORMATION PROVIDED

Parents/Guardians should note that the information contained within an application that qualifies the child for admission may be verified.

The Board of Governors therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on any Application Form/Transfer Form.

This information will be requested from those whose applications have been successful when they have been notified of their allocation of a place at Banbridge Academy.

Parents/Guardians should also note that the provision of false information or incorrect information or the failure to provide verifying documents within the required deadline may result in either the withdrawal of a place or the inability of the school to offer a place.

APPLICATIONS AND ADMISSIONS TO YEAR 8			
Year	Admission No	Total Applications all Preferences	Total Admissions
2013/2014	184	245	187*
2014/2015	184	227	185*
2015/2016	184	249	187*

*Includes stated pupils, those admitted under appeal or at the direction of the Exceptional Circumstances Body.

ADMISSION CRITERIA FOR ENTRY TO YEARS 9 – 12

Applications Procedure

Those wishing to apply for entry to Years 9 - 12 must make formal application each year using the School Application Form and provide the most recent school reports from their present or previous school(s). Full details, including the Application Form, may be obtained by writing to the Principal's Secretary, Banbridge Academy, Lurgan Road, Banbridge BT32 4AQ.

The Board of Governors of Banbridge Academy has approved the criteria listed below and has delegated the task of applying these criteria to the Education Committee, working in conjunction with the Principal. Further reference, therefore, to the Board of Governors may imply the Education Committee or the Principal.

In the event of the school being oversubscribed children will only be considered for admission where the following apply:

1. The enrolment number has not been reached.
2. There are places available in the relevant Year Group.

If the number of applications is greater than can be admitted within the school's enrolment number or within a particular Year Group, the following criteria will be applied in the order set down below:

- (i) Children, whose school reports from their present school (and previous schools, if applicable) satisfy the Principal on past school record and achievement, including attendance, behaviour and punctuality, will be considered before other applicants. (A satisfactory attendance rate would be 90%). In the case of children whose attendance may have been affected by clearly documented medical or other problems, the Principal is empowered, in exceptional circumstances, to consider this. Each case will be carefully assessed by the Principal and will necessarily take into account appropriate documentary evidence, medical or otherwise.
- (ii) Children who have made application before **1 June 2016** or applications after this date from children who have recently moved into the area.
- (iii) Applications will be considered in the following order: Year 9, Year 10, Year 11, Year 12. Where two or more children meet the requirement for a remaining place, Children will be ranked for acceptance on the basis of a computer-based process which will make use of the names as entered on the Transfer Form.

The process is carried out by means of a computer programme which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, 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. Further details may be obtained from the Principal.

It should be noted that those who have applied but who have been unsuccessful in obtaining a place in the school will be placed on a waiting list until **1 May 2017**, at which time their application will be deemed to have lapsed. Please contact the School if you wish your child's name to be removed from the relevant Year Group waiting list. The School will contact you in writing if your child gains a place in the School by this method.

ADMISSION CRITERIA FOR ENTRY POST 16 (SIXTH FORM)

Year 13

The Board of Governors of Banbridge Academy has approved the criteria listed below and has delegated the task of applying these criteria to the Education Committee, working in conjunction with the Principal. Further reference, therefore, to the Board of Governors may imply the Education Committee or the Principal.

Applications from a pupil from another school will be considered after the completion of the admissions process to Sixth Form (Year 13) for pupils who undertook GCSE studies in Year 12 at Banbridge Academy.

Pupils from another school wishing to apply for entry to Year 13 must make formal application each year using the School Application Form. Full details, including the Application Form, may be obtained by writing to the Principal's Secretary, Banbridge Academy, Lurgan Road, Banbridge BT32 4AQ.

All applications for places must include full details of results obtained at GCSE and be received by **1.00 pm on the day of publication of the final GCSE results**. Applications received after this time will only be considered for a place if there are places available. Acceptance of a place offered in Banbridge Academy must be received by the School before 1.00 pm on the day following the publication of the final GCSE results.

In order to be considered for a place in Year 13 all of the following criteria must be fully met:

1. The School's enrolment number has not been reached
2. Availability of places in Year 13
3. Availability of places in AS subjects selected for study
4. A minimum of 4 Grade B and 3 Grade C passes (or equivalent) at GCSE

Including:

- (a) Grade B or above in subjects selected for AS Level
- (b) In subjects not taken in GCSE, Grade B or above in related GCSE subjects
- (c) For Mathematics a Grade B or above in Further Mathematics is desirable
5. The Principal must be satisfied as to the pupil's past school record and achievement including attendance, behaviour and punctuality. A satisfactory attendance rate would be 90%.
6. An interview with a senior member of staff of Banbridge Academy.

If the number of applicants meeting the basic eligibility criteria 1-6 above exceeds the number of places available:

7. Applicants will be ranked according to the points score based on their best 7 GCSE grades (where a GCSE Grade A* = 4 points, A = 3 points, B = 2 points and C = 1 point; please note the grade achieved in a GCSE Short Course is worth half the points of a full GCSE Grade i.e. A* = 2 points, A = 1.5 points, B = 1 point and C = 0.5 of a point). Applicants will be selected in accordance with their place in this rank order of the points score. The Principal will determine the points awarded for other non-GCSE level 2 qualifications.
8. In the event that criterion 7 fails to separate applicants for a remaining place then the total points tally of each applicant will be used to rank them (where a GCSE Grade A* = 4 points, A = 3 points, B = 2 points and C = 1 point). Applicants will be selected in accordance with their place in this rank order.

Where two or more children meet the requirement for a remaining place, children will be ranked for acceptance on the basis of a computer-based process which will make use of the names as entered on the Transfer Form.

The process is carried out by means of a computer programme which, for each applicant, generates a ranking number using the details from the Transfer Form as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Form), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, 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. Further details may be obtained from the Principal.

Criteria for any extra places made available by the Department of Education for admission into Year 13

The Department of Education may, on request, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for sixth form study (as above) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in Banbridge Academy.
2. Pupils from other schools where admission to an extra place at Banbridge Academy has been agreed by the Department of Education*.

*Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will only increase the school's enrolment number if it is content that each external pupil for whom a place is requested would not be able to pursue their post-16 course choices at a suitable school without undertaking an unreasonable journey (ie a journey that by public transport would be over an hour from where the young person lives). If DE finds that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue then DE will agree a school's request for an extra place.

What is a school of a type that is suitable for a pupil? To determine this, DE first considers all schools to be one of 4 types:

(i) Denominational (ii) Non-denominational (iii) Integrated and (iv) Irish-Medium. A school requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or schools from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type of school that the child attended in Year 12.

Year 14

Banbridge Academy Year 13 pupils should be aware of the following entry requirements for Year 14:

- Pupils must have achieved in AS examinations during Year 13 **at least 3 D Grades OR scored a minimum of 6 points in GCE AS subjects only**;
[where A = 5, B = 4, C = 3, D = 2, E = 1];
- Pupils must satisfy the Principal with regard to attitude behaviour and attendance (a satisfactory attendance rate would be 90%).

Note also that:

- if a pupil achieves less than an E grade in a particular subject they may be precluded from studying the subject in Year 14;
- in a few exceptional cases it may be possible for pupils to repeat Year 13, provided they will be under 19 years of age at the time of the DE Census in their final year of School AND that places are available and that the Principal feels it is in the best interests of the pupil to do so. Failure to meet the age requirement will mean that such pupils will automatically lose their place in the School;
- pupils whose performance in the AS level examinations may have been detrimentally affected by **extreme medical or other problems**, the Principal, in consultation with the Chairman of the Education Committee, is empowered, in exceptional cases, to waive the above requirements. Each case will be carefully assessed by the Principal and Chairman of the Education Committee, taking into account the appropriate documentary evidence.