

BANBRIDGE ACADEMY

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BANBRIDGE

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Principal: Mr R S McLoughlin OBE BSc PGCE MEd PQH(NI)

Chairperson of the Board of Governors: Mr Dennis Livingstone

Controlled Grammar

Age Range: 11 - 18

Admissions Number: 192

Enrolment Number: 1320

**An Open Night for pupils of P7 and their parents will be held in school on Monday 30 January 2023.
A virtual tour, prospectus and brochure will also be placed on our school website.**

TO PARENTS / GUARDIANS naming Banbridge Academy (hereinafter referred to as 'the School') as a preference on your child's Transfer Application.

Entrance Assessment Results

Please ensure that you enter the score awarded by the Association for Quality Education, together with the AQE Candidate Number, on the Transfer Application 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 uploaded with the Transfer Application.

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 section below. **Please note that you are required to upload with the Transfer Application all such material as you consider will assist the Education Committee in determining if Special Circumstances and/or Special Provisions apply.**

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.**

Parents/Guardians who wish to apply to the School under Special Circumstances and/or Special Provisions should complete Form SC23 obtainable from AQE or the School and upload it with appropriate documentation described in section 2.

Parents/Guardians should note that they are required to produce documents verifying information pertinent to the School's Admissions Criteria. If the documents are not uploaded with the Transfer Application, as detailed below, they will be requested after notification of an offer of a place at the school.

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 approved the criteria for admission described below, and 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/or Special Provisions.

1. ADMISSION CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2023

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.

When considering which children should be selected for admission, the Education Committee will **only** take into account information which is detailed on or uploaded with the Transfer Application, 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 on, or uploaded with, the Transfer Application.

Parents/Guardians should note that they are required to produce documents verifying information pertinent to the School's Admissions Criteria.

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 School 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 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 (192). The score in the AQE CEA should be entered, along with the AQE Candidate Number, on the Transfer Application.

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 uploaded with the Transfer Application.

- 1.3 Places will then be allocated using the following sub-criteria, in the order listed:

- i. Children who, at the date of their application EITHER have a child of the family¹ (sibling) currently enrolled at the school [state name(s) and Registration Group(s) on the Transfer Application] OR are the eldest² child of the family¹ to be eligible to transfer to a mainstream Post-Primary School (details to be supplied on the Transfer Application).

¹ 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.

² 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 his/her 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.

- ii. Children who are registered at a Primary School from which pupils have been admitted (not including statemented children admitted, who are over and above the approved Admissions Number) to Banbridge Academy in three out of the past five years, a list is available below**.
- iii. 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 Application.

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 Application as the seed for a random number generator. The ranking number generated, for any given applicant, is dependent only on the applicant's name (as entered on the Transfer Application), 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.

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, if they satisfy Criterion 1.1, will be allocated to the remaining place(s) up to the School's Admissions Number using the sub-criteria listed in section 1.3 in the order set out.

2. 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.

Please note, parents/guardians are required to upload with the Transfer Application all such material that 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 uploaded with the Transfer Application by the parents/guardians. This material may include any or all of the following:

- i) The score awarded by AQE in the CEA (if the child sits two or three AQE CEAs) or the 'raw score' provided by AQE (if the child only sits one of the AQE CEAs, due to the child's illness, self-isolation 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 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 one of its criteria, 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 SC23, obtainable from the School or AQE, stating the precise reason why they believe the child should be considered for Special Circumstances. The SC23 form and appropriate documentary evidence should be uploaded with the Transfer Application.

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 SC23 precise details of the problem and upload with the Transfer Application the 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. For children who have tested positive for COVID-19, documentary evidence such as a positive PCR test should be uploaded with the Transfer Application. Where the problem is of a non-medical nature the parents/guardians should set out in the Form SC23 precise details of the problem and upload appropriate documentary evidence with the Transfer Application. 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 their primary education outside Northern Ireland;
- (c) children entered for the AQE CEA, who because of unforeseen and **serious** medical or other problems (including absence for all three CEAs due to the child having COVID-19 or the need for the child to self-isolate for all three CEAs due to COVID-19) 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 23 September 2022.

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 SC23, obtainable from the School or AQE, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and upload appropriate documentary evidence with the Transfer Application. For children who have tested positive for COVID-19, documentary evidence such as a positive PCR test should be uploaded with the Transfer Application.

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.

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 School.

4. DUTY TO VERIFY - THE VERIFICATION OF INFORMATION PROVIDED

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 therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on any Transfer Application. Those making applications should also note the provision of false information or incorrect information, or the failure to provide verifying documents according to the required deadline, may result in either the withdrawal of a place or the inability of the School to offer a place.

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

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 2024**. 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.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admission No	Total Applications all Preferences	Total Admissions
2020/21	184	276	190*
2021/22	192 ⁺	329	202*
2022/23	192	242	193*

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

⁺ Includes a Temporary Variation

**** Primary Schools from which Banbridge Academy has admitted pupils in three out of the past five years.**

Abercorn	Milltown
Ballydown	Moir
Bocombra	Mullaglass
Bridge Integrated	Mullavilly
Bronte	Portadown Integrated
Clare	Poyntzpass
Donacloney	Rowandale Integrated
Downshire	Seagoe (Col)
Dromara	St Colman's & All Saints Nursery (Annaclone)
Dromore Central	St Colman's (Bann)
Drumadonnell	St Colman's (Dromore)
Dunmurry	St Mary's (Banbridge)
Edenderry (Banbridge)	St Patrick's (Magheralin)
Fair Hill (Dromara)	St Peter's (Collegelands)
Friends' Prep School Lisburn	Tandragee
Iveagh	Waringstown
King's Park (Lurgan)	Windsor Hill
Maralin Village	

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 evidence. Each case will be carefully assessed by the Principal and will necessarily take into account appropriate documentary evidence, medical or otherwise.
- (ii) Children who can significantly contribute to the extra and co-curricular life of Banbridge Academy.
- (iii) 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 Application 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 Application Form as the seed for a random number generator. The ranking number generated, for any given applicant, is dependent only on the applicant's name (as written on the Application 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 2024**, 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. The Board of Governors reserves the right to amend the criteria (1-6) listed below 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; and
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; and
- (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, C* = 1.5 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, C* = 0.75 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* = 5 points, A = 4 points, B = 3 points, C* = 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 Application 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 Application Form as the seed for a random number generator. The ranking number generated, for any given applicant, is dependent only on the applicant's name (as written on the Application 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 (i.e. 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 7 points in GCE AS subjects only [where A = 5, B = 4, C = 3, D = 2, E = 1]; and
- 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; and
- pupils whose performance in the AS Level examinations may have been detrimentally affected by extreme

Admissions criteria for entry September 2023

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.