

**FRIENDS' SCHOOL**  
**6 MAGHERALAVE ROAD**  
**LISBURN**  
**BT28 3BH**

**Principal: Elizabeth G Dickson BA PGCE MED**  
**Chairperson Board of Governors: M E Grey B.Ch.D**

**VOLUNTARY GRAMMAR SCHOOL**  
**AGE RANGE: 11-18**  
**ADMISSIONS NO: 140**  
**ENROLMENT NO: 970**

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**TO PARENT(S)/GUARDIAN(S) NAMING FRIENDS' SCHOOL AS A PREFERENCE ON YOUR CHILD'S TRANSFER FORM.**

**ENTRANCE TESTS RESULTS**

Parents should note that the original notification of the score received from AQE should be attached to the Transfer Form.

**SPECIAL CIRCUMSTANCES and/or SPECIAL PROVISION:**

Please see Appendix 1 (below)

Please note: It is the responsibility of the parent to provide the educational evidence as detailed in Form SC13 available from the School or AQE.

**OPEN DAY INFORMATION**

**Saturday 11<sup>th</sup> January 2014 from 9.30am – 12 noon**

Prospective pupils and their parents are very welcome to attend.

Friends' School is a co-educational, non denominational Voluntary Grammar School. Founded by the Religious Society of Friends (Quakers) in 1774, Friends' has a distinctive ethos, based on care for the individual, and shares its values with Quaker schools across the world. There is no denominational bias – our emphasis is on the worth and potential of each pupil.

Our aim is 'excellence within a caring, supportive community'. Pastoral care underpins all that is done in School. A team of Year and Collect Teachers looks after the pupils in each year group, remaining with pupils throughout their time at Friends'. Pupils too play an important role in pastoral care and Sixth Form Prefects and Mentors work closely with the younger members of our community, providing practical assistance and support, so that all feel valued. The School Council involves pupils from all year groups and plays an increasingly important role in school life.

In Years 8-10 all pupils follow a broadly based common curriculum, which forms a sound foundation for GCSE. In Years 11 and 12 the majority of pupils study ten subjects at GCSE level and, in the Sixth Form, three or four subjects at AS and A-Level alongside a varied enrichment programme. There is also a comprehensive programme of careers guidance and support. Our aim is that pupils enjoy learning and have the opportunity to find and follow new interests across the wide range of subjects on offer. The consistently high standard of results in public examinations reflects a shared commitment to excellence on the part of pupils, parents and staff.

Pupils are encouraged to give of their best in all aspects of school life. We seek to enable all pupils to fulfil their potential through everything that is provided at Friends' within and beyond the classroom. Many clubs and societies meet after school and music, drama and sport give great enjoyment as well as the opportunity to excel. The School enjoys excellent facilities on site for sport and other activities.

Every effort is made to make pupils aware of the importance of service to others in the wider community and Sixth Formers take a lead through giving community service and by promoting charity fundraising through their Charity Committee. There is an emphasis on environmental awareness also and our active pupil led Eco Committee has recently made a successful application for a Green Flag Award for School.

Friends' enjoys strong international links, recognised by the School again receiving the International Schools Award from the British Council in 2012. The languages department organises exchanges and visits to France, Germany and Spain, and in addition, a great variety of educational visits takes place throughout the year.

An active Parent-Teacher Association promotes valuable links between home and school and supports a range of activities in the School. The Old Scholars' Association also plays an important role in our community. The support of parents is highly valued in all activities.

As Friends' is a Voluntary Grammar School, a Capital Fee of £140 per annum is charged to all parents.

**Respective Functions of the Board of Governors and Principal in relation to admissions to the school.**

The Board of Governors draws up the Admissions Criteria and delegates to the Education Committee the responsibility for applying these criteria. Any reference below to the Board of Governors includes any committee or sub-committee appointed by the Board of Governors for the purpose of applying the admissions criteria. The Principal is a member of the Board of Governors.

### **Admissions Criteria for Pupils at the Normal Transfer Stage (Year 8)**

The School will initially consider at Transfer stage only those pupils 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 the CEA is available from the School or on the AQE website ([www.aqe.org.uk](http://www.aqe.org.uk)).

It should be noted that children resident in Northern Ireland at the time of their proposed admission must be admitted before children who are not resident.

The process for admissions, should the school have more applications than places available, is as set out below. The information to be provided in the event of a claim that special circumstances exist or that Special Provision should apply is detailed in Appendix 1.

It should be noted that the Board of Governors will **not** take into account the position of preference given to the school by the applicant on the Transfer Form. For example, an application received from a pupil who has placed Friends' second in order of preference on the Transfer Form and who has not been offered a place by the school placed first in order of preference, will be considered in the same way as all first preference applicants to Friends' School.

**When considering which children should be selected for admission, the Board of Governors will only take into account information detailed on or attached to the Transfer Form. Please note therefore that it is the responsibility of the parents of the applicant to ensure that all information relevant to the criteria is provided on the Parents' Remarks section of the Transfer Form, or attached to the Form.**

## **ENTRANCE TESTS RESULTS**

**Please note that the original notification of the score received from AQE should be attached to the Transfer Form.**

## **ADMISSIONS**

The Board of Governors will consider initially those pupils who have taken the AQE Common Entrance Assessment and who have been awarded a score or have been assigned to a band of scores after determination of an application for special circumstances or special provision.

Applicants claiming that Special Circumstances and/or Special Provision apply will be considered first. Once a decision has been made for each pupil for these special cases, the applicant will be considered along with all pupils of the same scoring band for the purposes of applying the admissions criteria.

The scores of all applicants in the AQE Common Entrance Assessment will be placed in rank order and banded within ranges of 5 marks. Higher scores will precede lower scores. In order to determine which pupils will be accepted into Year 8 the following criteria will be applied.

Preference will be given to those in Band 1 before Band 2, Band 2 before Band 3, Band 3 before Band 4 and so on.

If the School is oversubscribed, there will come a point where a band contains more applicants than there are places available.

Within that Band, the remaining places will be allocated in accordance with the following sub-criteria.

- a) applicants who are children of Members or Attenders of the Religious Society of Friends;
- b) applicants who are in attendance in the Preparatory Department of Friends' School, Lisburn;
- c) applicants who have a brother or sister enrolled, or formerly enrolled, at Friends' School, Lisburn at, or prior to, the date of transfer; this includes applicants who have a twin, or triplet, sibling already admitted.
- d) applicants who are transferring from schools which have contributed pupils to Friends' School, Lisburn within the last 5 years (a list of these is below); and who are the eldest, elder or only child in the family.
- e) applicants whose mothers or fathers are past pupils of Friends' School, Lisburn;
- f) applicants who are entitled to Free School Meals;\*

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NB Throughout the admissions criteria, 'the score' refers to the standardised score as awarded by AQE

- g) other applicants who are transferring from schools which have contributed pupils to Friends' School, Lisburn within the last five years (a list of these is below);
- h) applicants to whom (a) to (g) above do not apply.

If, following the application of the above sub-criteria in order, there comes a point where there are more pupils who meet a particular criterion than there are places available then the Board of Governors shall decide which of these pupils are to be admitted on the basis of computerised random selection.

\* "entitled to Free School Meals" will mean applicants who are listed on the Education and Library Boards/ESA register as entitled to Free School Meals at the date on which their parent or guardian has signed their post-primary Transfer Form, or at any date up to and including 14<sup>th</sup> May 2014.

## APPENDIX 1

### Special Circumstances

The Board of Governors will consider medical or other circumstances which may have affected a child's performance in the Common Entrance Assessment which are supported by contemporaneous documentary evidence of a medical or other appropriate nature. The Board of Governors will then decide whether the score awarded in the CEA should be adjusted.

It should be noted 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 pupil, the School will take into account the fact that the pupil was granted Special Access arrangements for those matters.

### Application for Special Circumstances

Parents who wish to apply to the School under Special Circumstances must complete Form SC13 obtainable from the school or AQE and attach it with appropriate documentary evidence, as detailed below, to the Transfer Form.

### Medical Evidence

When it is claimed that an applicant's performance in the CEA has been affected by medical or other problems, independent evidence of the existence of the problem **MUST** be provided with the claim. Where the problem is a medical one of short term duration, the Board of Governors will require the production of evidence that the applicant was examined contemporaneously by a medical practitioner in relation to the illness. Where the difficulty or problem is of longer term duration, the Board of Governors will still require medical evidence. In both cases the medical practitioner providing the evidence must be independent ie. not related to the applicant.

Where the problem is of a non-medical nature, the parents of the applicant must also set out with the claim precise details of the problem and append appropriate contemporaneous evidence to corroborate its existence.

### Educational Evidence\*\*

**It is the responsibility of the parent to provide the educational evidence as detailed in Form SC13. This should include (where they exist):**

- The original notification from AQE of the score achieved in the Common Entrance Assessment.
- Objective documentary evidence including, where they exist, the results for the pupil of any standardised tests conducted in Year 5, Year 6 and Year 7, eg NFER assessments and the results in any end of year assessments in English and Mathematics.
- Additional comparative information in respect of standardised test scores relating to the other pupils in the applicant's Primary 7 class from the Primary School as set out in Form SC13.

### Special Provision

It is expected that all those seeking admission should sit the AQE CEA, with the exception of those pupils who take up residence in Northern Ireland after the 13<sup>th</sup> September 2013.

Special Provision will apply for:

- 1 Children whose parents wish them to transfer to Grammar Schools from Schools outside Northern Ireland.
- 1 Children who have received more than half their Primary education outside Northern Ireland.
- 3 Children who, because of medical or other problems which are supported by appropriate documentary evidence, were unable to take the CEA Assessment.

It should be noted that if a claim for the consideration of Special Provision is made in respect of matters for which Special Access arrangements were granted for a pupil, the School will take into account the fact that the pupil was granted Special Access arrangements for those matters.

### Application for Special Provision

Parents who wish to apply to the School under Special Provision should complete Form SC13 obtainable from the School or AQE, and attach it with appropriate documentary evidence, as detailed below, to the Transfer Form.

Parents must provide the precise reason why they believe the pupil is eligible for consideration under Special Provision and append educational evidence as detailed below.

**Educational Evidence\*\***

**It is the responsibility of the parent to provide the educational evidence as detailed in Form SC13. This should include (where they exist):**

- The original notification from AQE of the score achieved in the Common Entrance Assessment (if applicable).
- Objective documentary evidence including, where they exist, the results for the pupil of any standardised tests conducted in Year 5, Year 6, and Year 7, eg. NFER assessments, the results in any end of year assessments in English and mathematics, and end of year reports for P5 and P6.
- Additional comparative information in respect of standardised test scores relating to the other pupils in the applicants Primary 7 class from the Primary School as set out in Form SC13.

**\*\* Educational Evidence**

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

**Duty to verify**

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

Please note that Department of Education guidance states ‘the provision of false or incorrect information or the failure to provide information within the deadlines set by post-primary schools 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’.

**CONTRIBUTORY PRIMARY SCHOOLS IN THE LAST FIVE YEARS**

Academy	Anahilt	Ballinderry
Ballycarrickmaddy	Ballymacash	Ballymacrickett
Ballymacward	Ballynahinch	Belvoir Park
Braniel	Brownlee	Christ the Redeemer
Cedar Integrated	Donacloney	Down High Prep
Downshire	Dromara	Dromore Central
Dunmurry	Fair Hill	Finaghy
Forthill Integrated	Friends’ Prep	Harmony Hill
Killowen	King’s Park	Knockmore
Largymore	Lough View Integrated	Maghaberry
Maralin Village	McKinney	Meadowbridge
Millenium Integrated	Moira	Oakwood Integrated
Old Warren	Pond Park	Portadown Integrated
Riverdale	Rowandale Integrated	St Aloysius
St Anne’s	St Colman’s, Lambeg	St Francis
St Joseph’s, Crumlin	St Joseph’s, Lisburn	St Patrick’s, Maralin
Straidhavern	Stranmillis	Tonagh
Wallace High Prep		

**WAITING LIST POLICY AND ADMISSIONS CRITERIA AFTER THE COMMENCEMENT OF THE SCHOOL YEAR 2014/2015**

Should vacancies arise within the admissions number for the year 2014/2015, the admissions criteria above will also apply to those applicants who have previously been refused a place in the School during the Transfer Procedure and who are on our Waiting List when the place becomes available.

Please note that a written application needs to be made for a pupil to be placed on our waiting list.

**APPLICATIONS AND ADMISSIONS**

Applications			Admissions		
2011	2012	2013	2011	2012	2013
265	313	257	140	140	141