

HUNTERHOUSE COLLEGE

Finaghy

Belfast BT10 0LE

Telephone No: 028 9061 2293

E-mail: info@hunterhouse.belfast.ni.sch.uk

Website: www.hunterhousecollege.org.uk

Principal: Mr A Gibson MA DipEd PQH

Chair of Board of Governors: Mr D McClay

Voluntary Grammar School

Girls' Grammar

Non-denominational

Age Range: 11-18

Admission No: 100

Enrolment No: 710

OPEN EVENT

Friday 12th January 2024 - 6.00pm – 9.30pm (talk by Principal at 6.30pm, 7.30pm and 8.30pm)

To Parents/carers naming Hunterhouse College ("the College") as a preference on your child's Transfer Application.

Entrance Test Results

Hunterhouse College will consider the outcome of a pupil's performance in the Schools' Entrance Assessment Group ('SEAG') Entrance Assessment.

Parents/carers should provide details of their child's SEAG Unique Pupil Number and should record their child's Total Standardised Age Score (TSAS) in the SEAG Entrance Assessment in the appropriate section(s) of the online Transfer Application.

It is the responsibility of parents/carers to ensure that the Statement of Outcomes issued by SEAG indicating their child's SEAG Total Standardised Age Score is uploaded to the online 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 note that you are required to:

- present all such material as you consider will assist the Board of Governors Transfer Panel in determining if Special Circumstances and/or Special Provisions apply;
- upload all such material on to the online Transfer Application.

Further details can be found in Section B – 'Special Circumstances and Special Provisions' below.

CAPITAL FEE

£140 per annum

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

The Board of Governors of Hunterhouse College has delegated to the Board of Governors Transfer Panel, in conjunction with the Principal, the responsibility of applying its admissions criteria to identify which applicants shall be admitted to the College in accordance with the admissions criteria set out below.

A. ADMISSIONS CRITERIA TO BE APPLIED TO ALL APPLICANTS FOR ENTRY TO YEAR 8 IN SEPTEMBER 2024

1. General

The College will not use as a criterion the position of preference given to the College as shown on the Transfer Application; for example, a child who has chosen the College in any position on the Transfer Application will be considered in the same way as all first preference applicants.

For the academic year 2024-25, the College will continue to use academic selection in the first instance to select pupils.

2. If the College is over-subscribed, the following criteria for entry will apply, in the order stated:

- 2.1 The Board of Governors will consider children who are resident in Northern Ireland at the time of their proposed admission to the College before those who are not.
- 2.2 The Board of Governors will consider in the first instance applications from those children who have taken the SEAG Entrance Assessment subject only to the consideration of those children whose parents/carers are claiming Special Circumstances or Special Provisions as defined below in Section B.

The Board of Governors will use the 'Total Standardised Age Score' (TSAS) as awarded by SEAG to the pupil in the SEAG Entrance Assessment.

Places in Year 8 will be allocated in strict rank order of TSAS scores, starting with the highest TSAS score, up to the approved Admission Number of 100.

2.3 In the event of there being more than one applicant for the last remaining place(s) because they have equal TSAS scores or should any further place(s) remain to be filled, the criteria below will apply in the order shown:

- (i) girls who, at the date of their application, have a child of the family¹ currently enrolled or accepted for admission at the College (details to be supplied).
- (ii) girls who, at the date of their application, have a child of the family¹ who attended Hunterhouse College (details to be supplied).
- (iii) girls who, at the date of their application, are the eldest girl² of the family to be eligible to transfer to a mainstream post-primary school (details to be supplied).
- (iv) If applicants are still tied after this, then priority will be determined amongst them by a method of computer-generated random selection.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the online Transfer Application as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name i.e. "Forename", "Middlename" (if applicable) and "Surname", as recorded on the online 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 program, what the result will be for any given set of details. Applicants with the highest-ranking numbers will be given places up to the number of places available. Further details may be obtained from the Principal.

- (v) In the event that the computer-based process (iv) fails to differentiate between pupils tied for the final place(s), applicants will be ranked for acceptance on the basis of age (established by date of birth as entered on a Birth Certificate), with older applicants given places up to the number of places available.

¹ 'Child of the family' as defined by the Department of Education to cover: 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.

²Twins and other multiple birth applicants will be regarded as joint eldest. The eldest child criterion will also apply in the case where a family has not had the opportunity to enrol an elder child, such as in cases where the elder child has completed their post-primary education, could not attend mainstream school (eg attends a special

school) or where a family has relocated to Northern Ireland.

The College emphasises that it is the responsibility of the parents/carers to notify the College on the Transfer Application where the above criteria apply, and to furnish relevant details.

B. SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS – GENERAL INFORMATION

The SEAG Entrance Assessment consists of two papers. A pupil who only takes one paper (i.e., either Paper 1 or Paper 2 but not both) will not have completed the full Entrance Assessment. Such pupils will, however, have their “single paper” marked by GL Assessment and will receive a Statement of Outcomes. Outcomes for pupils who only sit one paper will have the designation “e” (for estimate) immediately after the Outcome, e.g., Total Standardised Age Score (TSAS) 196e. Parents of pupils in this situation can make an application to the School under Special Provisions.

Educational Evidence to be provided in support of a claim for Special Circumstances and/or Special Provisions

It is the responsibility of the parent/carer in making a claim for Special Circumstances and/or Special Provisions to provide the College with evidence which reflects the child’s academic ability. The Board of Governors Transfer Panel will consider any material presented (and uploaded with the Transfer Application) by parents/carers. This material may include any or all of the following:

- i) The Total Standardised Score (TSAS) awarded by SEAG in the Entrance Assessment (if the child takes both of the SEAG assessments) or the ‘estimated score’ provided by SEAG.
- ii) The results for the child in any standardised test conducted in Year 5, Year 6 and Year 7 and the results in any end of year tests in English and Mathematics in Year 5 and Year 6;
- 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 in Year 5 and Year 6 and where available the respective SEAG Total Standardised Age Score;
- iv) Any other relevant material.

Parents/carers are free to provide any other educational evidence for consideration by the Board of Governors Transfer Panel.

It should be noted that in all cases independent evidence will carry greater weight.

SPECIAL CIRCUMSTANCES

The College has academic performance as its first criterion, subject only to the consideration of medical or other problems which may have affected the applicant’s performance in the SEAG Entrance Assessment and which are supported by independent documentary evidence of a medical or other appropriate nature. These ‘medical or other problems’ are commonly referred to as “Special Circumstances”.

Please Note:

- If a claim for consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted, the Board of Governors Transfer Panel will take into account the fact that the child was granted Special Access arrangements for those matters.

Parents/carers who wish to apply to the College under Special Circumstances should complete the appropriate SC Form obtainable from the College website and upload it with relevant documentary evidence, as explained below, to the Transfer Application.

Details of medical or other problems

Where it is claimed that a child’s performance in the SEAG Entrance Assessment has been affected by a medical or other problem, evidence must be provided to the College. Where the problem is a medical one of short term

duration which affected the child only at the time of the SEAG Entrance Assessment process, parents/carers should be aware that the Board of Governors Transfer Panel 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 assessment.

Where the problem is of a non-medical nature parents/carers should set out in the appropriate form precise details of the problem and attach any appropriate evidence to corroborate its existence.

The Board of Governors Transfer Panel will consider all evidence as provided. Where Special Circumstances are accepted, the Panel will determine, on the basis of the information available, and if necessary other comparative data collected by the school, and in exercising its judgement, an appropriate SEAG Entrance Assessment score (TSAS) for the applicant. Such children will then be considered with all other children who have received a TSAS awarded in the SEAG Entrance Assessment and the admissions criteria applied.

SPECIAL PROVISIONS

Eligibility for Special Provisions

Special Provisions will apply:

- A. For children whose parent/carer wish them to transfer from a school outside Northern Ireland.
- B. For children who have received more than half their primary education outside Northern Ireland.
- C. For children who as a consequence of a serious medical or other problem, which is supported by appropriate independent evidence, were either unable to sit the SEAG assessment or have an estimated outcome because they only sat one of the two SEAG Assessment papers.

Those children for whom B above applies may, if their parent/carer wish, sit the SEAG Entrance Assessment in which case the TSAS obtained will also be considered.

Special Provisions Process

Parents /carers who wish to apply to the College under Special Provisions should complete Form SP obtainable from the College website and upload it with relevant documentary evidence, as explained below, to the Transfer Application.

The Board of Governors Transfer Panel will consider applications for Special Provisions.

Where this is accepted the following procedure will apply:

- a) The Board of Governors Transfer Panel will consider any accredited assessments and may choose to commission an independent assessment.
- b) The Board of Governors Transfer Panel will consider all evidence as provided. Where Special Provisions are accepted, the Panel will determine, on the basis of the information available, and in exercising its judgement, an appropriate SEAG Entrance Assessment score (TSAS) for the applicant. Such children will then be considered with all other applicants who have received a SEAG Total Standardised Age Score and the admissions criteria applied.

C. DUTY TO VERIFY

- Parents/carers should note that the College may require verification of information contained within an application that qualifies the child for admission.
- The Board of Governors Transfer Panel therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on any Transfer Application.
- This information will be requested from successful children on or shortly after 18th May 2024, when they have been notified of their allocation of a place at the College.

Parents/carers should also note that 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 College to offer a place.

D. WAITING LIST POLICY

Hunterhouse College operates a waiting list policy for all year groups. For Year 8 all applications for admission that were initially refused 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.

If a place or places become available in the College after 18th May 2024 and there are more applicants than places available, then decisions will be made using the Year 8 Admissions Criteria as outlined above.

If the application is made by a child who arrived in Northern Ireland after the transfer process has been concluded and the Board of Governors Transfer Panel determines that the child is suitable to be admitted, the College will then seek Department of Education approval to admit the child as an additional place. If such approval is given, the child will be admitted.

It should be noted that all those who have applied previously, but who have failed to obtain a place in the College, will have their application held open until 27th June 2025 when their application is deemed to have lapsed.

Applications and Admissions

Year	Admissions No.	Total Applications i.e. All preferences	Total Admissions
2021/22	100	206	100
2022/23	100	162	100
2023/24	115*	152	115

*Temporary Variation for the academic year 2023-2024.

Criteria for admission of applicants for Years 9-12.

The availability of a place is subject to the Year Group total and to the College enrolment of 710. Year Group totals have been set at a maximum of 110 for Years 9-12, providing that class sizes in practical subjects are not exceeded and are in line with DENI Circular 2016/11 'Class sizes in post-primary school practical subjects'.

In making a decision, the Board of Governors Transfer Panel will consider evidence of past and current academic ability as evidenced by:

1. School reports from the current and previous school year
2. The results gained by the applicant in CAT testing carried out by the College
3. Any other information as provided by the parent/carer

If there are more applicants than places available in a particular Year Group a rank order will be created to determine the allocation of places.

Where the total number of applicants applying for places in all Year Groups (9-12) is likely to cause the total College enrolment number to be exceeded, it is the role of the Board of Governors Transfer Panel to determine which Year Groups shall have priority in the allocation of places.

Further details, including an application form, may be obtained from the Principal's PA, Mrs Claire Sloane, Hunterhouse College, Finaghy, BT10 OLE.