

BELFAST ROYAL ACADEMY

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Principal: Mrs H Woods, B Sc, B Ed, PQH

Warden: Ms Caroline Dillon

**Voluntary Grammar School
Co-Educational**

Age Range: 11-18

Admission No: 200

Enrolment No: 1410

OPEN EVENINGS

Our Open Evening will be virtual this year. Details of how to register will be posted on our website in early February.

To Parents/Guardians naming Belfast Royal Academy as a preference on your child's Transfer Application.

Due to the disruption of the education provision for Primary 7 pupils, as a result of the Covid-19 pandemic, the Board of Governors of Belfast Royal Academy will apply the Admissions Criteria detailed in Section 3 to select applicants applying for entry to Form 1 (Year 8) in 2021.

Special Provisions

In making a claim for a child to be considered under Special Provisions, applicants upload Form SC20 and all accompanying evidence alongside the Transfer Application to allow the Admissions Sub-Committee to determine if Special Provisions apply.

Claims for consideration of Special Provisions will be examined and decided upon **before** Admissions Criteria are applied.

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 has resolved to maintain its practice of delegating to the Principal certain functions and responsibilities in relation to the admission of pupils to Belfast Royal Academy. The Board of Governors nominate a sub-committee to consider all Special Cases.

ADMISSIONS POLICY**ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO FORM 1 (YEAR 8) IN SEPTEMBER 2021**

- The Board of Governors will not use as a criterion the position of preference given to the school by the applicant on the Transfer Application. Therefore, an applicant who has listed Belfast Royal Academy as a second or subsequent preference school will be considered in the same way as those who have placed this school first on the list, where the applicant does not secure admission to his/her first preference school.
- In the selection of applicants for admission to Belfast Royal Academy, the Board of Governors will apply the following criteria, subject to the overriding criterion that priority will be given to pupils normally resident in Northern Ireland. In these criteria:

"applicant"	- means the parent or guardian who completes and submits the Transfer Application on behalf of the candidate.
"candidate"	- means the child who is stated on the Transfer Application as seeking to gain admission to the School.
"parent/guardian"	- means a person who at the date of application has legal responsibility for the candidate.
"entitled to free school meals"	- means applicants who are listed on the Education Authority register as entitled to Free School Meals at the date on which their parent or guardian has signed their post-primary Transfer Application, or at any date up to and including 12 th April 2021 (no later than 4 p.m.).
"child of the family"	- means individuals who have both parents in common or children who reside with the same family at the candidate's normal home address (including foster children and step brothers and sisters living with the candidate at their normal home address).
"eldest"	- means the eldest or only child in the family, with eldest sibling twins (or other multiples) regarded as joint eldest. The "eldest child/boy/girl" criteria 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 could not attend mainstream school (e.g. attends a special school) or where a family has relocated to Northern Ireland.

3 Belfast Royal Academy will apply the following admissions criteria for admissions in September 2021 only in priority order for those children who have applied to sit the AQE assessment*:

- i. those pupils enrolled in the Preparatory Department of Belfast Royal Academy from the Autumn Term of 2020/21;
- ii. those children who have a child of the family currently in attendance at Belfast Royal Academy;
- iii. those children who have had a child of the family who previously attended the school (dates to be supplied);
- iv. those children who have or had a parent or guardian who attended the school (dates to be supplied);
- v. those children who, at the time of their application, have a parent/guardian who is a member of the permanent teaching, administrative, or ancillary staff of Belfast Royal Academy;
- vi. those children who are pupils at a feeder primary school subject to the information set out below**;
- vii. those children who are entitled to Free School Meals;
- viii. those children who are the eldest or only child of the family or a twin***;
- ix. those children who are the eldest boy or eldest girl of the family***.

In the event of a tie for a remaining place or places, which is not resolved by the application of the criteria above, then the Board of Governors will select an applicant using computerised random selection.

***Belfast Royal Academy will seek verification of registration with AQE.**

**** Feeder primary schools** are those that have sent the most pupils to Belfast Royal Academy over the past 7 years. A list of feeder primary schools is provided in the following table in ranking order starting with the highest number of pupils sent over the last 7 years, according to data and records available to Belfast Royal Academy.

The maximum number selected from each feeder primary school will be in proportion to the average number of pupils who were successfully admitted to Belfast Royal Academy over the last 7 years.

In the event that the number of applicants from a feeder primary school, and to whom this criterion applies, is in excess of this proportionate number, the remaining criteria (vii) – (ix), set out above, shall be applied in priority in order to admit applicants.

This criterion will be applied to the feeder primary schools in ranking order as set out in the table below.

If, prior to the conclusion of the selection process, the Board of Governors receives information from a feeder primary school concerning the educational performance of pupils attending that school and applying for admission to Belfast Royal Academy, and the number of applicants exceed the average number applicable to that school, the Board reserves the right to use that information to admit applicants.

3.vi.1 Cavehill Primary School	3.vi.2 Whiteabbey Primary School
3.vi.3 Our Lady of Lourdes Primary School	3.vi.4 Templepatrick Primary School
3.vi.5 Mossgrove Primary School	3.vi.6 Greenisland Primary School
3.vi.7 Mossley Primary School	3.vi.8 Carnmoney Primary School
3.vi.9 Ashgrove Primary School	3.vi.10 Whitehouse Primary School
3.vi.11 Glengormley Integrated Primary School	3.vi.12= Carr's Glen Primary School
3.vi.12= St MacNissi's Primary School	3.vi.14= Seaview Primary School
3.vi.14= St Therese of Lisieux Primary School	3.vi.14= Cliftonville Integrated Primary School
3.vi.17 Forth River Primary School	3.vi.18 Ligoniel Primary School
3.vi.19 Whitehead Primary School	3.vi.20 St James's Primary School
3.vi.21 St Mary's on the Hill Primary School	3.vi.22= Springfield Primary School
3.vi.22= St Bernard's Primary School	3.vi.24 Holy Family Primary School
3.vi.25 Hazelwood Integrated Primary School	3.vi.26 Glenwood Primary School
3.vi.27= Lowwood Primary School	3.vi.27= Springhill Primary School
3.vi.29= Carrick Model Primary School	3.vi.29= Kings Park Primary School
3.vi.31= Harmony Primary School	3.vi.31= Loanends Primary School
3.vi.33 Thompson Primary School	3.vi.34= Fairview Primary School
3.vi.34=EdenBrooke Primary School	3.vi.34= St Vincent de Paul Primary School

*****This is subject to satisfying verification requirements as set out below:**

The verifying letter must state that the child is the eldest boy/girl and that the child and family are known to the verifier. It must be written on headed notepaper and signed by one of the following who is not a member of the applicant's family:

- | | | | |
|---|------------------------|---|--------------------------------------|
| a | a medical practitioner | c | a member of the clergy or equivalent |
| b | a solicitor | d | a primary school principal |

This letter must be uploaded to the EA website at the time of application.

These criteria will apply throughout the academic year 2021/22.

Please note: When considering which children should be selected for admission, the Board of Governors will take into account information which is detailed on or uploaded with the Transfer Application. Parents should therefore ensure that all information pertaining to their child and relevant to the School's admissions criteria is stated on the Transfer Application or uploaded with it.

SPECIAL PROVISIONS

Special Provisions will only apply to children who have not entered for the AQE Common Entrance Assessment because they took up residence in Northern Ireland after 9 October 2020.

Parents/guardians who wish to apply to the School under Special Provisions should complete Form SP20, obtainable from the School website, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and upload it with appropriate evidence with the Transfer Application. Parents/Guardians who are applying for Special Provisions must do so by 16 March 2021. Using the information provided, the Board of Governors will determine whether Special Provisions applies.

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 applicant's Transfer Application.

If the requested evidence is not provided to the Board of Governors by the deadline given, this will result in the withdrawal of an offer of a place. Similarly, if information is supplied which appears to be false or misleading in any material way, the offer of a place will be withdrawn.

Priority for admission will be given to children resident in Northern Ireland at the time of their proposed admission to the school before any child not resident in Northern Ireland.

WAITING LIST POLICY

Should a vacancy arise after 18th June 2021, all applications for admission to Form 1 (Year 8) that were initially refused, new applications, late applications and applications where new information has been provided will be treated equally and the published criteria applied. This waiting list will be in place until 24th June 2022. The School will contact you in writing if your child gains a place by this method.

Your child's name will be automatically added to the list. Please contact the School if you wish for your child's name to be removed from the list.

Applications and Admissions

Year	Admissions No	Total Applications <i>ie. All preferences</i>	Total Admissions
2018/19	200	311	212**
2019/20	200	309	209*
2020/21	200	278	208*

* Includes pupils admitted with a statement of educational need

** Includes pupils admitted through the Exceptional Circumstances Body and those admitted with a statement of educational need

Criteria for admission to Years 9 to 12

1. The Board of Governors delegates to an Admissions Panel, comprising of the Principal, three Vice-Principals, and Senior Teacher with responsibility for School Admission, the application of the admissions criteria to Forms II-V.
2. The school will normally only consider applications for a place commencing at the beginning of the academic year.
3. Admissions to Forms II, III and IV will be within the limit set by the School in order not to exceed the overall Enrolment Number or the Admissions Number for Form I (Year 8) agreed with the Department of Education or the limit for numbers in science classes in Form II, III and IV.
4. Before transfer to Forms II, III and IV can be contemplated, consultation must have taken place between parents and the Principal of the pupil's present school. The School will have the right to contact the pupil's present school.
5. Candidates for transfer into Forms II, III and IV should contact the Principal's Secretary for an application form and should note that applications received after the closing date specified on the form will not be considered.
6. Applicants are required to provide a copy of the most recent school report at the time of application.
7. Academic ability is the first criterion for entry to the school, and those seeking admission will be asked to show that they have the capacity to cope soundly with the academic demands of the grammar school. Candidates will come into school for a morning in June.
 - 7.1. All prospective pupils will be given a short Mathematics test.
 - 7.2. All prospective pupils will be required to write a short essay and complete a short English grammar exercise.
 - 7.3. Pupils who wish to enter Forms III and IV will be required to complete a short Science test.
 - 7.4. Pupils who wish to enter Forms III and IV will be given a Modern Language Speaking and Listening assessment and will complete a short written task.
 - 7.5. All prospective pupils will be interviewed by teachers from various Departments, who will assess present and potential achievement.
 - 7.6. A rank order of applicants will be drawn up and places offered, where vacancies are identified, to pupils whose performance in the tests indicates that they have the ability to make academic progress in courses which are distinctly academic in content and bias.

For pupils with a Special Educational Need (verified by supporting documentation*), 25% extra time will be allowed for the written Mathematics and English assessments. Parents should make the school aware of any Special Educational Need by completing the relevant section of the application form, referred to in criteria above.

* Examples of appropriate supporting documentation would be:

- written confirmation of current special educational need by the present school's SENCO on headed notepaper;
 - a psychological assessment carried out at the request of the pupil's primary and/or secondary school by a qualified psychologist;
 - an assessment by a medical doctor of physical or medical requirements.
8. In the interest of successful transition to a new school, as well as GCSE Subject Choices, transfer to Form V, the year of the principal public examinations, is unlikely to be considered.

Criteria for admission into the Sixth Form

The Board of Governors delegates to an Admissions Panel, comprising of the Principal and three Vice-Principals and Senior Teacher with responsibility for School Admission, the application of the admissions criteria to the Lower and Middle Sixth Forms.

1. GENERAL POLICY

The School determines the appropriate number of possible admissions so that:

- a. the total enrolment figure remains at or below the number permitted by the Department of Education for Northern Ireland; or
- b. in the event that there are more applications meeting the criteria for admissions to the Sixth Form than places, the school may apply to the Department of Education for approval for additional places. Only if additional places are granted will offers be made to applicants in excess of admissions numbers.
- c. In all cases, the total number of pupils enrolled in the year group will not exceed the school's resources and facilities to provide appropriately for their curricular and pastoral needs.

2. ADMISSIONS TO LOWER SIXTH FORM – INTERNAL

Priority for entry to Sixth Form courses will be given to pupils already enrolled at Belfast Royal Academy. All pupils enrolled in Form V at the school who meet the following criteria will have a right to a place in the Sixth Form:

- Pupils will require a minimum of 12 points at GCSE in subjects which are an appropriate foundation for academic study at Advanced Level (on a scale where A* = 4 points, A = 3 points, B = 2 points, C* = 1.5 point and C = 1 points). Short Course GCSEs carry a tariff of one half of a full GCSE (A* = 2 points, A = 1.5 points, B = 1 point, C* = 0.75 points and C = 0.5 points): please note that pupils with 11.75 points will not be admitted into the Sixth Form. The following points will be awarded to take account of the English scoring system:

GCSE score	CCEA Grade	Points awarded
9	A*	4
8/7	A	3
6	B	2
5	C*	1.5
4	C	1
3-1	D-G	0

This scoring system is applicable for OCR Computer Science and Latin.

- Pupils will normally be expected to have at least a grade C in both GCSE English Language and GCSE Mathematics.
- Pupils should display a high level of competence in the AS subject chosen. If the AS chosen was taken at GCSE, then a B grade is a minimum requirement (except in Mathematics where the minimum requirement is grade A, and in Biology, Chemistry and Physics where the minimum requirement is normally grade A).
- For all new AS subjects (either not studied at GCSE or not offered at GCSE), please consult the Sixth Form Subject Choice Booklet for details of the minimum requirement to access a subject.
- Pupils must have a proven record of good citizenship. This includes at least 95% attendance in Forms IV and V (in normal circumstances) up to the start of Study Leave in Form V - in cases where special circumstances apply, parents should provide medical and/or other reports in support of their application - and not more than one Level 5 or 6 suspension in Forms IV and V.

- Pupils must study a minimum of 3 AS subjects. Applicants wishing to study 4 AS-levels are required to gain over 24 points across 5 or more subjects.
- In exceptional circumstances a final decision to admit a pupil, who does not meet the minimum requirements for entry to Lower Sixth, will be referred to the Principal and/or Board of Governors.

3. ADMISSIONS TO LOWER SIXTH FORM- EXTERNAL

- Students from other schools applying to Belfast Royal Academy, who have satisfied the above academic admissions criteria will be considered for admission to the Sixth Form if there are additional places available. (Please note, however, that pupils with a GCSE in Double Award Science, choosing to study a Science subject at AS must have achieved AA in Double Award Science at GCSE.)
- In addition to satisfying the academic admissions criteria, pupils transferring from another school will be required to demonstrate a proven record of good citizenship. This includes at least 95% attendance in Forms IV and V (in normal circumstances) up to start of Study Leave in Form V - in cases where special circumstances apply, parents should provide medical and/or other reports in support of their application - and not more than one suspension in Forms IV and V. A copy of the applicant's most recent school report will be required.
- *Pupils coming from other countries which do not use GCSEs will have to provide evidence from an independent source of having achieved at an equivalent academic standard.*

4. ADMISSIONS TO REPEAT LOWER SIXTH

Pupils of Belfast Royal Academy who meet the following criteria will be considered to repeat Lower Sixth: Pupils who -

- (i) have extenuating circumstances (i.e. medical or other problems which may have affected a pupil's performance in Lower Sixth);
- (ii) the Principal recommends would benefit from repeating Lower Sixth at the Academy.
- (iii) have a proven record of good citizenship. This includes having: displayed a positive attitude and commitment to AS studies; having attained (in normal circumstances) a minimum overall attendance of 95% or above up to the start of Study Leave (in cases where special circumstances apply, parents should provide medical and/or other reports in support of their application); and not more than one Level 5 or 6 suspension in Lower Sixth.

In exceptional circumstances a final decision to admit a pupil to repeat Lower Sixth may be referred to the Principal and/or Board of Governors.

Parents should note that examination and other fees applicable during the year to be repeated must be paid by the parent/guardian in advance of the pupil being admitted to the year to be repeated.

5. ADMISSIONS TO MIDDLE SIXTH FORM – INTERNAL

All pupils enrolled in Lower Sixth at the school who meet the following criteria will have a right to a place in the Middle Sixth Form:

- Pupils who have achieved a minimum of three Grade D passes at AS level. If a pupil has repeated the Lower Sixth year, a minimum of three Grade C passes at AS level must be achieved.
- Pupils must have a proven record of good citizenship. This includes: having displayed a positive attitude and commitment to AS studies; having attained (in normal circumstances) a minimum overall attendance of 95% or above up to the start of Study Leave (in cases where special circumstances apply, parents should provide medical and/or other reports in support of their application); and not more than one Level 5 or 6 suspension in Lower Sixth.

- In exceptional circumstances a final decision, to admit a pupil who does not meet the minimum requirements for entry to Middle Sixth, will be referred to the Principal and/or Board of Governors.

6. ADMISSIONS TO MIDDLE SIXTH FORM- EXTERNAL

Admission to Middle Sixth Form, which is the year of the principal Advanced level public examinations, will be considered only in exceptional circumstances and if there are additional places available in Middle Sixth.

- Pupils must satisfy the criteria of a minimum of 3 grade D passes at AS level in order to be considered for admission to Middle Sixth. If a pupil has repeated the Lower Sixth year, a minimum of three Grade C passes at AS level must be achieved.
- Proposed A2 courses must be compatible with the pupil's AS qualifications.
- Pupils must have a proven record of good citizenship. This includes: having displayed a positive attitude and commitment to AS studies; having attained (in normal circumstances) a minimum overall attendance of 95% or above up to the start of Study Leave (in cases where special circumstances apply, parents should provide medical and/or other reports in support of their application); and not more than one suspension in Lower Sixth.

7. VERIFICATION OF DATA

The Board of Governors reserves the right to require evidence to support or verify information on any application form. This may be requested when an offer of a place is made. It is important that all applicants understand that the provision of false or incorrect information will result in the withdrawal of the place offered.

8. APPEALS

Issues which arise from the admissions process may be raised through the Appeals Panel, comprising three members of the Board of Governors, selected by the Education Committee of the Board of Governors. The decision of the Appeals Panel is final.