

HUNTERHOUSE COLLEGE
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Voluntary Grammar School
Girls' Grammar
Non-denominational
Age Range: 11-18
Enrolment September 2011: 710
Approved Admissions No for 2012: 100
Approved Enrolment No for 2012: 710

Principal: Mr A Gibson MA DipEd PQH
Chairperson of the Board of Governors: Mr C Redpath

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

Entrance Test Results

Please ensure that you provide the following information on Section C of your child's Transfer Form:

- your child's score in the Common Entrance Assessment ("CEA") as issued by the Association for Quality Education ("AQE") which should be entered, along with the AQE Candidate Number, in the following format: 'AQE CEA score', followed by the score, with the AQE Candidate Number in brackets.

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;
- attach all such material to the Transfer Form.

Further details can be found in Section 2 – 'Special Circumstances' and Section 3 – 'Special Provisions' below.

Open Evening – Friday, 6 January 2012
7.00pm – 9.30pm (talk by Principal at 7.00pm, 7.30pm and 8.00pm)

Open Day – Saturday, 7 January 2012
9.30am-12.00noon (talk by Principal at 9.30am and 11.00am)

GENERAL INFORMATION

Hunterhouse College ("the College") was created in 1987 upon the amalgamation of Ashleigh House and Princess Gardens schools. The College is non-denominational by tradition and pupils are drawn from a broad range of social and cultural backgrounds and from a wide geographical area. The College places a strong emphasis on creating opportunities for all girls to succeed both within the classroom and in the extra-curricular life of the College. They are also encouraged to develop an awareness of, and a conscientious approach towards, the needs of others and to attach great importance not only to their own learning and development but also to how they might best serve the wider community.

The College enjoys a unique site in 37 acres of wooded parkland and the Governors of the College are committed to the continuous development of both the premises and the resources of the College. A new extended suite of Art & Design, Business Studies and Geography rooms was completed in early 2008 while the Science block and the Redwood Centre, within which is a restaurant and a multi-purpose sports hall, were opened in 2003. For September 2011 an extensive refurbishment and building programme was completed creating a new Learning Resource Centre housing our Library and sixty networked computers, Sixth Form Study and Social Areas, Meeting Centre and Video Conferencing Suite and new staff facilities. These developments substantially enhanced the range of facilities available to both staff and students.

On joining Year 8, pupils are placed in one of four classes and follow a broad, balanced curriculum which offers them the opportunity to develop as individuals and as contributors to society, the economy and the environment. The College supports the aim of the Revised Northern Ireland Curriculum to empower young people to achieve their potential and to make informed and responsible decisions throughout their lives. The General Learning Areas include English and Drama, Mathematics, Science and Technology, Environment and Society, Modern Languages (French, German and Spanish), the Arts including Music, Physical Education and Religious Education. The College continues to provide opportunities for learning which challenge girls appropriately and extend their learning beyond the minimum entitlement as defined in the Revised Curriculum. Girls may learn two modern foreign languages and throughout the College individual lessons can be taken in a range of musical instruments and in singing and Speech & Drama.

At both GCSE and A Level a broad range of academic and applied courses are on offer with several new courses made available in recent years. Post-16 students are also encouraged to undertake enrichment and voluntary work within the community.

The College also places a strong emphasis on developing the international dimension and in May 2008 the College was awarded the prestigious British Council International School Award (Intermediate Level) in recognition of the breadth of its work in this area.

A close partnership with parents is valued and encouraged. The College recognises that the girls are most likely to achieve their full potential with active support from both school and home. Parents of girls in each year group are invited to attend a Progress Event annually and regular consultation with the Pastoral Team is encouraged. The Parent Teacher Association is active in its support of the College in many practical ways.

Travel to the College is by public bus service out of Belfast via Lisburn Road and Malone Road, from Lisburn via Dunmurry, Kingsway or by train via Finaghy Station. With the co-operation of Ulsterbus a special bus brings girls from Comber and East Belfast. This connects with services from Newcastle and Downpatrick at Newtownbreda. In the afternoon two Ulsterbuses take girls to East Belfast and Comber. Pupils from North Down travel to Finaghy by train. The school minibuses currently serve the Moneyrea, Carryduff and Drumbo areas. If there is sufficient demand two designated school minibus routes will operate. Route 1 starts at Purdysburn Road and travels via Moneyrea, Mealough Road, Drumbo and Drumbeg. Route 2 travels from Carryduff directly to the College. In addition to the afternoon public service on the Lisburn Road three Ulsterbuses leave for Dromara, Ballinderry and Moira from outside the front doors of the College. These buses do not stop before Lisburn. As demand for places on these buses may exceed places available, consideration is given to Year 8 girls and those with special needs or travel connections. Places are allocated on this basis annually.

1. INTRODUCTION

The College is a voluntary cross-community grammar school for girls offering a broadly academic curriculum.

Applications for admissions to the College are dealt with by the Principal, who acts on authority devolved to him by the Board of Governors and in accordance with the published admissions criteria for the College. Decisions in respect of 'Special Circumstances' and 'Special Provisions' are taken in consultation with the Board of Governors Transfer Panel.

The College will initially consider only those children who have taken the CEA provided by the 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 those children whose parents are claiming Special Circumstances or Special Provisions as defined below.

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

2. SPECIAL CIRCUMSTANCES

Where a claim is made by parents that a child's performance in the CEA has been affected by medical or other problems Form SC11 (available from the College or AQE) should be completed and attached, along with any supporting documentary evidence, to the Transfer Form. 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 may take into account the fact that the child was granted Special Access arrangements for those matters.

(i) Details of medical or other problems

Where it is claimed that a child's performance in the CEA 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 CEA process parents / guardians 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 the parents should set out in the Form SC11 precise details of the problem and attach any appropriate evidence to corroborate its existence.

(ii) Educational Evidence which could support a claim for Special Circumstances

It is the responsibility of the parents in making a claim for Special Circumstances 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 attached to the Transfer Form) by parents/guardians. This material may include any or all of the following:

- i) The score awarded by AQE in the CEA;
- 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 Years 5 and 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 Years 5 and 6 and where available the respective CEA scores;
- iv) Any other relevant material.

Parents / guardians 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.

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 in exercising its judgement, a score for the pupil. Such pupils will then be considered with all other pupils who have received a CEA score and the admissions criteria applied.

3. SPECIAL PROVISIONS

Special Provisions will apply for:

- A. Children whose parents wish them to transfer from a school outside Northern Ireland.
- B. Children who have received more than half their primary education outside Northern Ireland.
- C. Children who as a consequence of medical or other problems, which are supported by appropriate independent evidence, were not able to sit the CEA.

Where a claim is made by parents under Special Provisions, Form SC11 (available from the College or AQE) should be completed and attached, along with any supporting documentary evidence, to the Transfer Form.

It is the responsibility of the parents in making a claim for 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 attached to the Transfer Form) by parents/guardians. This material may include any of the following:

- i) The score awarded by AQE in the CEA;
- 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 Years 5 and 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 Years 5 and 6 and where available the respective CEA scores;
- iv) Any other relevant material.

Parents / guardians 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.

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

Where this is accepted the following procedure will apply:

- a) The College will consider any accredited assessments and may choose to commission an independent assessment.
- b) The Board of Governors Transfer Panel will determine, on the basis of the available information, and in exercising its judgement, a score for the pupil. The child's application will then be considered with all other pupils who have received a CEA score and the admissions criteria applied.

Those children for whom B above applies may, if their parents wish, sit the CEA in which case the score obtained will also be considered.

Parents / guardians, who are applying for Special Provisions under category A, as explained above, must do so by 25th April 2012.

4. ADMISSIONS CRITERIA TO BE APPLIED TO ALL APPLICANTS

The Board of Governors will consider pupils who are resident in Northern Ireland at the time of their proposed admission to the College before those who are not.

If the number of children applying to the College is greater than the admissions number of 100, the following criteria shall be applied in the order shown below.

1. Children who have taken the AQE CEA together with those for whom Special Provisions (as outlined above) has been granted and those who having sat the CEA have applied for Special Circumstances.
2. The full 100 places available will be allocated to children on the basis of **the rank order of their respective scores**; those achieving higher scores being allocated places before those who have scored lower. 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. The Board of Governors will verify the AQE CEA score by checking it against the list of scores provided directly to the school by AQE.

If several children are eligible for the final remaining place or places because they have equal scores, then all such children will be allocated places up to the College's admission number, using the 'Tie-breaker' criteria (criterion 4) if necessary.

3. If, following the application of criteria 1 and 2, all the available places have not been filled, the College will consider for admission any child who has not taken the CEA. Allocation of the remaining places will be made by applying the 'Tie-breaker' criteria (criterion 4).
4. The 'Tie-breaker' criteria.
If, as specified above, the number of applications exceeds the number of available places, the following further criteria will then apply, in the order stated:
 - (i) children 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) children who are entitled to Free School Meals.²
 - (iii) children who, at the date of their application, are the eldest child³ of the family to be eligible to apply for admission to the College (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.

¹ 'Child of the family' as defined by the Department of Education to include, for example, half-sisters, together with females who are adopted or fostered.

² 'entitled to Free School Meals' will mean girls who are listed on the Education and Library Board / 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 9th May 2012.

³ Twins and other multiples who are the eldest in the family are treated as joint eldest children.

The College emphasises that it is the responsibility of the applicants to notify the College on the Transfer Form where the above criteria apply, and to furnish relevant details.

If a place or places become available in the College after 1st September and there are more applicants than places available then decisions will be made using the Year 8 Admissions criteria as outlined above.

5. THE VERIFICATION OF INFORMATION PROVIDED BY APPLICANTS

- Parents 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 application form/Transfer Form.
- This information will be requested from successful children on or shortly after 29 May 2012 when they have been notified of their allocation of a place at the College.

Parents 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.

6. ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 FOLLOWING COMPLETION OF THE TRANSFER PROCEDURE

The Board of Governors will only make an offer if there is a place available. Should there be more applications than places available, the procedure outlined in the Admissions Criteria for entry of children to Year 8 will be followed.

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 30 June of the year following application when their application is deemed to have lapsed.

Those wishing to apply for entry to Years 9-12 must make formal application before the beginning of June of the year of entry. Full details may be obtained by writing to the Principal's Personal Assistant.

Applications and Admissions

Year	Admissions No	Total Applications All Preferences	Total Admission
2009/10	100	167	100
2010/11	100	210	100
2011/12	100	166	100