

**LIMAVADY GRAMMAR SCHOOL**

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Limavady  
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**Website:** www.limavadygrammar.org.uk

**Principal:** Mrs NJ Madden, Bsc(Hons), PGCE, PQH(NI)

**Chairman of the Board of Governors:** Dr A McNeill MD FRCP FESC FACC

**Controlled Grammar School  
Boys and Girls**

**Age Range:** 11 – 18

**Admissions Number:** 130

**Approved Enrolment Number:** 910

**Open Night**

**An Open Night for pupils and parents of P6 and P7 will be held on 09 January 2025.**

**To Parents/Guardians** naming **Limavady Grammar School** (hereinafter referred to as ‘the School’) as a preference on your child’s Transfer Application.

**Entrance Assessment Results**

Please ensure that you enter the Total Standardised Age Score (TSAS) awarded by the Schools’ Entrance Assessment Group (SEAG) together with the SEAG Unique Pupil Number on the Transfer Application and please note it is the responsibility of parents/guardians to make sure that the Statement of Outcome received from SEAG indicating their child’s SEAG Total Standardised Age Score (TSAS) is uploaded with the Transfer Application.

**SEAG is very clear that its 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 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. Such pupils may be considered for admission by Limavady Grammar School under Special Provisions.**

**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 Admissions Committee of the Board of Governors 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 the SC Form and/or the SP Form obtainable from 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 a offer of a place at the school.

There are no school fees though a contribution, currently of £60 per pupil/£100 per family per annum, is requested for the School Fund.

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

The Board of Governors has approved the criteria described below and has delegated the task of applying these Criteria to the Principal. Decisions in respect of “Special Provisions” and “Special Circumstances” are taken by the Admissions Committee. Further reference, therefore, to the Board of Governors may imply the Admissions Committee or the Principal.

The Board of Governors will NOT give priority to applications according to the preference in which they place the School on the Transfer Application.

## ADMISSIONS CRITERIA 2025

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of 20 February 2025 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 20 February 2025 will be treated as a late application. Late applications will not be considered unless and until the total number of valid punctual applications has been exhausted and there still remains unfilled available places within the School. No punctual application can be displaced by a late application.

**When considering which children should be selected for admission the Board of Governors will only take into account information which is detailed or uploaded with the Transfer Application. Parents/Guardians 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 at the time of application.**

### **What criteria must a child meet to gain entrance to Limavady Grammar School?**

The School will use the following Admissions Criteria which will be applied in the order in which they are set out until the point where the admissions number is reached. In the event of over-subscription in the case of the first or subsequent criteria the next criterion will be applied in order:

- 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;
- 2 Children who have taken the Entrance Assessment administered by the Schools' Entrance Assessment Group (SEAG). The Board of Governors will use the Total Standardised Age Score (TSAS) as awarded by SEAG to a pupil in the Entrance Assessment, subject only to the consideration of applications claiming 'Special Circumstances' or 'Special Provisions' as defined below.  
Places will be allocated in strict rank order of the Age Standardised Scores, starting with the highest score and working in descending rank order. Parents/Guardians of Applicants are advised to record the Total Standardised Age Score (TSAS) awarded by SEAG and the SEAG Unique Pupil Number on the Transfer Application and attach a copy of the statement of outcome to the Transfer Application.

If two or more pupils are eligible for the final remaining place or places because they have equal Total Age Standardised Scores, then the following sub-criteria shall be applied in the order set down:

- a) A child with a sibling\*<sub>1</sub> currently enrolled at the School at date of application (**state name(s) and registration group(s) on the Transfer Application**);
- b) A child who is the eldest child\*<sub>2</sub> in the family (details to be supplied on the Transfer Application). Proof of eldest child should be uploaded with the Transfer Application – a letter on headed note paper, stating that the child is the eldest 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;
- c) Oldest pupils first (established by date of birth as entered on the Register of Births or the Adopted Children's Register).

In the event that two or more of the children who have applied have the same dates of birth (as entered on either of the said Registers) a random selection will be applied based on a computer programme. The said 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 random 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. Applicants with the lowest ranking numbers will be given places up to the number of places available.

If there are still places available after all the children who have been entered for the SEAG Entrance Assessment and been awarded a Total Standardised Age Score (TSAS) by SEAG or a TSAS assigned by the Admissions Committee in accordance with the arrangements for Special Circumstances and Special Provision have been considered, the above Criteria (labelled a-c) shall be applied, in the order set down, to children who have not been entered for the Entrance Assessment administered by SEAG.

\*<sub>1</sub> Sibling – defined as 'child of the family'. This covers children fostered, adopted or half-brothers and sisters and orphaned cousins being brought up within a family.

\*<sub>2</sub> Eldest child – defined as:

(a) "children who at the date of their application, are the eldest 'child of the family' as evidenced by date of birth.

This wording covers “only” children and is also intended to treat twins (or other multiples) as joint eldest.

(b) in circumstances where a family has not had the opportunity to have the eldest child already and currently enrolled in the School by reason of an older sibling being unable to attend mainstream school but who attended a Special School, then for the purposes of this criterion the eldest child shall be deemed by the Board of Governors to be the Child next eligible to apply for admission to the School.

### **SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS**

Claims for consideration for a child under Special Circumstances and Special Provisions shall be examined and decided upon **before the application of any of the Admissions Criteria.**

The purpose of a claim for Special Circumstances and/or Special Provisions is so that a child can be assigned a Total Standardised Age Score (TSAS) equivalent to that which he or she would have obtained in the SEAG Entrance Assessment 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 School’s Admissions Committee so that a Total Standardised Age Score (TSAS) equivalent to that which the child would have obtained in the SEAG Entrance Assessment under normal conditions can be assigned.

**It is for parents/guardians to present all such material as they consider will assist the Admissions 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 judgement and not precise calculation.**

### **Educational Evidence which could support a claim for Special Circumstances and/or Special Provisions**

In reaching the educational judgement needed to assign a Total Standardised Age Score (TSAS) that the child would have obtained in the SEAG Entrance Assessment under normal circumstances, the Admissions Committee will consider any material uploaded with the Transfer Application in support of the application. This material may include any or all of the following:

- (i) The Total Standardised Age Score (TSAS) awarded by SEAG in the Entrance Assessment (if the child sits both SEAG Entrance Assessments) or the TSAS estimate provided by SEAG, where only one assessment was taken because of illness, 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 in Year 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 Year 5 and 6 and, where available the respective SEAG Total Standardised Age Score (TSAS) awarded;
- (iv) Any other relevant material.

**The onus is on the parents/guardians to ensure that a copy of the SC Form and/or the SP Form (obtainable from the School) together with all supporting evidence, is attached to the Transfer Application at the time of application.**

### **SPECIAL CIRCUMSTANCES**

The School has academic performance in the SEAG Entrance Assessment as its first criterion, subject only to the consideration of medical or other problems which may have affected a child’s performance in SEAG Entrance Assessment 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’.

Parents/Guardians who wish to apply, on behalf of their child, to the School under ‘Special Circumstances’ should complete the SC Form obtainable from the School website and attach it, with appropriate documentary evidence, to the Transfer Application. Parents/Guardians should note that where there is independent evidence available it should be supplied.

**The onus is on the parents/guardians to ensure that a copy of the SC Form (obtainable from the School) together with all supporting evidence, is attached to the Transfer Application at the time of application.**

Please note:

- If a claim for the consideration of Special Circumstances is made in respect of matters for which Special Access arrangements were granted by SEAG, the Admissions Committee will take into account the fact that the child was granted Special Access arrangements for those matters.

### **Details of Medical or Other Problems which could contribute to a claim for Special Circumstances**

Where it is claimed that a pupil's performance in the SEAG Entrance Assessment has been affected by a medical or other problem, **it is the responsibility of the parents/guardians to set out in the SC Form the precise details of the problem and attach documentary evidence of its existence to the Transfer Application.**

Where the problem is a medical one of short term duration which affected the child only at the time of the SEAG Entrance Assessment, parents/guardians should be aware that the school 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.

If the claim is for other than a medical problem, it is the responsibility of the parents/guardians to set out precise details of the problem on the SC Form and to provide appropriate documentary evidence to corroborate its existence. It should be noted that independent evidence will carry greater weight.

**In both such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability.**

In assessing a claim for Special Circumstances the Admissions Committee will first of all determine, on the basis of all the documented evidence made available to it at the time of reaching its decision, if the claim is to be upheld. Only if the claim is upheld will the Admissions Committee then make a final decision on whether or not (and by how much) the Total Standardised Age Score awarded by SEAG and attained by the child should be adjusted. Any revised score will then be placed at the appropriate point within the rank order of all the children who have been awarded an SEAG Total Standardised Age Score (TSAS). The Admissions Criteria shall then be applied.

### **SPECIAL PROVISIONS**

Special Provisions will apply to children who fall into any one of the following categories:

- (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 who due to a serious medical or other problem supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence, were either unable to sit both the SEAG Entrance Assessment papers OR have an estimated outcome from SEAG because they only sat one of the two Entrance Assessment papers.

**In all three such cases, it will be the responsibility of the parents/guardians to provide the School's Admissions Committee with evidence which reflects the child's academic ability. Parents/Guardians should note that where there is independent evidence available it should be supplied.**

Note: It is expected that, other than children who took up residence in Northern Ireland after 26 September 2024, all those seeking admission should sit the SEAG Entrance Assessment.

Parents/Guardians who wish to apply to the School under Special Provisions should complete the SP Form obtainable from the School website, stating the precise reason why they believe the child is eligible for consideration under Special Provisions. This should be attached to and sent, with the Transfer Application, with appropriate documentary evidence.

**The onus is on the parents/guardians to ensure that a copy of the SP Form (obtainable from the School) together with all supporting evidence, is attached to the Transfer Application at the time of application.**

The Admissions Committee will consider the application for Special Provisions. Where this is accepted, the following procedure will apply:

- (a) The Admissions Committee will consider any documentary material which will enable it to make an educational judgement as to what the candidate would have obtained in the SEAG Entrance Assessments had Special Provisions not been applied.
- (b) The Admissions Committee will assign, on the basis of all the available assessment information, an equivalent Total Standardised Age Score (TSAS) for the child. This score will then be placed at the appropriate point within the rank order of all the children who have been awarded a SEAG Standardised Age Score (TSAS). The Admissions Criteria shall then be applied.

### **SPECIAL EDUCATIONAL NEEDS**

The procedures for children in receipt of a Statement of Special Educational Needs will operate outside the normal Open Enrolment procedures, in order to ensure that such children are provided with the most appropriate school placement. Further advice may be obtained from the Education Authority.

### **NOTE TO PARENTS/GUARDIANS**

**It is the responsibility of parents/guardians to ensure that the online form is completed in full and that all relevant information is recorded on, or attached to, the Transfer Application by the date of receipt by the School.**

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.

**THE VERIFICATION OF INFORMATION PROVIDED**

- Parents/Guardians should note that the information contained within an application that qualifies the child for admission will be verified.
- The Admissions Committee therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Application.
- This information will be requested from successful children on or shortly after 10 May 2025 when they have been notified of their allocation of a place at the School.
- Parents/Guardians should also note that the provisions 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.

**ADMISSIONS FOLLOWING THE CONCLUSION OF THE TRANSFER PROCESS UNTIL 31 AUGUST 2025**

**WAITING LISTS**

A waiting list consisting of applications on behalf of children who have sought admission but have been unsuccessful will operate following the conclusion of the Transfer Process (10 May 2025). Should a place become available then decisions will be taken by applying the Year 8 Admissions Criteria to those pupils who have been unsuccessful in their application.

**NEW APPLICATIONS**

Parents/Guardians who wish their child to be considered for admission in the event of a place arising after the conclusion of the Transfer Process (10 May 2025) and before 1 September 2025 should, in the first instance, write to the Principal stating this. An acknowledgement will be issued and advice on how to proceed will be given. If a place(s) becomes available before 1 September 2025 and there are more children seeking admission than there are places available then decisions will be taken by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) becomes available. Should the Admissions Committee determine that a child, who has arrived in Northern Ireland after the Transfer Process has been concluded and is seeking admission to the School, is suitable for admission, and all places have been allocated, it will seek the approval from the Department of Education to admit the child through the allocation of an additional place.

**ADMISSION INTO YEAR 8 AFTER 1 SEPTEMBER 2025**

Parent(s)/Guardian(s) of any child on whose behalf an application for admission to the School has been sought, but has been unsuccessful, and who wish that child to be considered for admission in the event of a place arising after the beginning of the academic year, should write to the Principal stating this. An acknowledgement will be issued. The name of the child will then be on a waiting list which will operate after 1 September 2025.

In addition, other Parent(s)/Guardian(s) who wish their child to be considered for admission to the school in the event of a place arising after the beginning of the academic year should, in the first instance, write to the Principal stating this. An acknowledgement will be issued.

If a place becomes available after 1 September 2025 and there are more children seeking admission than there are places available, then decisions will be made by applying the Year 8 Admissions Criteria to those pupils seeking admission at the time the place(s) become available.

**APPLICATIONS AND ADMISSIONS**

Year	Admissions No.	Total Applications All Preferences	Total Admissions
<b>2022/23</b>	132*	149	132 + 2 SEN
<b>2023/24</b>	130	149	130 + 2 SEN
<b>2024/25</b>	140*	169	140 + 1 SEN

\* Temporary variation of admissions number

**ADMISSIONS CRITERIA FOR YEARS 9 AND ABOVE**

Entrance criteria for Years 9 and above is available upon request from the School Office.