

THE WALLACE HIGH SCHOOL

12A Clonevin Park

Lisburn

BT28 3AD

Telephone No: 028 9267 2311**Fax No:** 028 9266 6693**Email:** school@wallacehigh.org**Website:** www.wallacehigh.org**Principal:** Deborah O'Hare BA PGCE MEd PQH**Chairperson Board of Governors:** Mr N Lucas**Voluntary Grammar School****Age Range:** 11-18**Admissions No:** 178**Enrolment No:** 1160**OPEN DAY INFORMATION**

Saturday 11 January 2025 at 9.00am - 12.00 midday.

Principal's addresses at 9:15am and 11:00am in the School's Assembly Hall

To Parents/Guardians naming The Wallace High School as a preference on your child's application on the Transfer Application.

It is the responsibility of parents and guardians to ensure that any information relevant to an application for Special Circumstances and/or Special Provision is included in the appropriate claim form for the Schools' Entrance Assessment and attached to the Transfer Application.

Glossary of Terms:

SEA – Schools' Entrance Assessment

SEAG – Schools' Entrance Assessment Group

SEA TSAS – Schools' Entrance Assessment Total Standardised Age Score

Wallace SAS – Wallace Standardised Age Score

Wallace High School (the School)

Entrance Test Results

Wallace High School (the School) will consider the outcome of a pupil's performance in the Schools' Entrance Assessment (SEA). On the Transfer application parents should provide details of the candidate number issued by The Schools' Entrance Assessment Group (SEAG) when the pupil was registered for the assessment.

Parents should attach the original SEAG "Statement of Outcomes" form to the application which includes the School's Entrance Assessment Total Standardised Age Score (SEA TSAS).

The Admissions Committee will be unable to consider the application if the original results form is omitted.

Punctual and Late Application Treatment

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 and up to 4pm on 25 February 2025 will be treated as a late application.

Special Circumstances (SC) and/or Special Provision (SP)

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:

- (1) complete Form SC and/or Form SP which are available on the School's website or by contacting the School to get a copy;
- (2) present all such information as you consider will assist the Admissions Committee of the Board of Governors in determining if Special Consideration/Special Provisions apply;
- (3) attach/include all such information to the Transfer application.

Further details can be found in the Section 'Special Circumstances' in Appendix 1 and for 'Special Provisions' see Appendix 2.

As the School is a voluntary grammar school, a mandatory capital fee of £140 per annum is currently charged. This is reduced to £70 for the third and subsequent children in a family. This money is used to help finance new school buildings and equipment. Parents are asked to make an additional voluntary contribution of between £80 and £500 to support whole school initiatives and general upkeep of the buildings and grounds. The School's "Charges and Remissions Policy" outlines optional extras of which parents may avail for their children. It can be found at www.wallacehigh.org.

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

Selection of those applicants to be admitted to Year 8 has been delegated by the Board of Governors to an Admissions Committee appointed by the Board of Governors.

ADMISSIONS CRITERIA

Academic Criteria

For transfer to Year 8 the Admissions Committee of the Board of Governors will consider, in the first instance, those children who have taken the Schools' Entrance Assessment (SEA) provided by the Schools' Entrance Assessment Group (SEAG). The Admissions Committee will not take into account the position of preference given to the School by the applicant on the transfer application.

It is the responsibility of the parents of the child applying to ensure that all relevant information is made available to the School. Applications for Special Circumstances and Special Provisions will be considered first and equally with all applications (see Appendices 1 and 2). It should also be noted that children resident in Northern Ireland, at the time of their proposed admission, must be admitted before any child not so resident.

Wallace SAS Groups

The School will admit children by categorising applicants into Wallace SAS Groups based on the SEA TSAS and admit applicants in the following order:

282-281; 280-279; 278-277; 276-275; 274-273; 272-271; 270-269; 268-267; 266-265; 264-263; 262-261; 260-259; 258-257 and so on in Wallace SAS Groups of 2 SAS.

Applicants in Wallace SAS Group 282-281 will be admitted before applicants in Wallace SAS Group 280-279 and so on until the Wallace SAS Group is reached in which the 170th place (or higher approved Admissions number) is located. In the event of there being more applicants within the oversubscribed Wallace SAS Group than places available, then the School's non-academic criteria will be applied in the order stated below to admit to the last place available.

Parents, whose children have an estimated SEA result, **must** apply for Special Provisions and follow the School's criteria accordingly (see Appendix 2). **The Admissions Committee will not accept an application from a child with an estimated SEA TSAS, without an application for Special Provisions.**

Non-Academic Criteria

- a) Children who are attending the Preparatory Department of the School.
- b) Children who have a child of the family enrolled in the School on the date of transfer.
- c) Children whose twin or triplet sibling(s) has (have) already been admitted to the School.
- d) Children who are transferring from primary schools from which the School has received pupils within the last five years (see accompanying list) and who are the elder/eldest children* in their respective families or who are the first in the family to transfer to a mainstream school or who are the only child in their family.
- e) Other children who are transferring from primary schools from which the School has received pupils within the last five years (see accompanying list).
- f) Children entitled to free school meals at the time of application.

"entitled to free school meals" will mean children who are listed on the Education Authority register as entitled to free school meals at the time of application or up until 4pm on 25 February 2025. If a child becomes eligible to free school meals after the online closing date of 12 noon on 20 February then the School must be informed by the parent of this before 4pm on 25 February 2025, so that this criterion can be applied to the application.

- g) Random computer generated tie-breaker. The following random selection process, as determined by the Board of Governors and overseen by the Admissions Committee, shall be applied to determine the remaining applications to be accepted:
- each application to be considered at this stage is allocated a random number electronically generated within Microsoft Excel;
 - the applications are then ranked in order of the random number with higher numbers having preference.

***This is subject to satisfying verification requirements as set out below:** Eldest child: The verifying letter must state that the child is the eldest child and that the child and family are known to the verifier.

Verification letter(s) must be written on headed notepaper and signed by one of the following who is not a family member of the applicant and who has known the applicant for at least two years: a Primary School Principal; an Elected Public Representative; a GP; a Solicitor; a member of the Clergy or a Police Officer.

Appendix 1

Guidelines on the arrangements for Special Circumstances.

“Explanation of Special Circumstances”

The School has academic performance in the SEA as its first criterion, subject only to the consideration of medical or other problems which may have affected performance in the SEA 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’. Where it is claimed that a child’s performance in the SEA has been affected by a medical or other problem, it is the responsibility of the parents to set out in the Special Circumstances Form (Form SC) precise details of the problem, append evidence to corroborate its existence and to show the educational attainment of the child to date.

An Explanation of the Special Circumstances 2 Stage Process

Access Arrangements

Parents must disclose in the information they provide for an application for Special Circumstances, if they applied successfully or unsuccessfully to SEAG for Access Arrangements for their child, on the Form SC.

(If a Special Circumstances application is made in respect of matters for which Access Arrangements were granted, the Admissions Committee will consider the fact that Access Arrangements were granted.)

Stage 1

Does the Admissions Committee consider that the totality of the medical, social, educational or other verifiable evidence make the case for consideration of this application under Special Circumstances?

Yes – the application will proceed to Stage 2 of the Special Circumstances Process.

No – the claim for Special Circumstances is rejected.

Stage 2

Considering the totality of the evidence provided, what adjustment, if any, should be made to the child’s Wallace SAS Group?

For claims for which Special Circumstances are deemed eligible to be considered at Stage 2, the Admissions panel will consider the totality of the evidence provided, giving greater weighting to independent evidence and standardised assessment scores and assess the likely impact of the accepted Special Circumstances on the child. It should be noted by parents that both parts of the consideration referred to involve an exercise in judgement and an application for Special Circumstances accepted at Stage 2 does not lead automatically to a change in the Wallace SAS Group for the applicant.

Appendix 2

Guidelines on the arrangements for Special Provisions.

Parents may apply for Special Provisions consideration if their child falls in to one or more of the following categories:

- (i) Children whose parents wish them to transfer from schools outside Northern Ireland.
- (ii) Children who have received more than half their primary education outside Northern Ireland.
- (iii) Children who, due to a serious medical issue, supported by appropriate documentary evidence, or for a demonstrably valid reason also supported by appropriate documentary evidence, were either unable to sit the SEAG Entrance Assessment OR have an estimated outcome from SEAG because they only sat one of the two Entrance Assessment papers.

Note: It is expected that all those seeking admission should sit the SEA, except for those children who take up residence in Northern Ireland after September 2024.

Parents who wish to apply to the School under Special Provisions should complete the Special Provisions Form (Form SP), stating the precise reason why they believe the child is eligible for consideration under Special Provisions and provide appropriate independent documentary evidence. All relevant documentary evidence should be uploaded with the Transfer application.

An Explanation of the Special Provisions 2 Stage Process

Stage 1

Considering the totality of evidence provided, is this application deemed eligible for consideration under Special Provisions process?

Yes – the application will proceed to Stage 2 of the Special Provisions Process.

No – the claim for Special Provisions is rejected.

Stage 2

All eligible applicants will be required to complete an assessment: 'The School's Special Provisions Assessment'. The results of this assessment will be used to generate a Wallace SAS group for each child. Only those children who complete the assessment can be considered. These children will then be considered with all other children who have applied, and the admissions criteria applied.

Appendix 3

Guidelines on the arrangements for an application for both Special Provisions and Special Circumstances.

It is recognised that some parents may feel that their child's case falls into more than one of the above 2 categories. In this instance, all evidence within the relevant categories should be appended.

If an application is accepted by the Admissions Committee as meeting the criteria for (1) Special Provisions and (2) Special Circumstances, it will be treated as follows:

(1) Special Provisions

If the application meets one or more of the 3 criteria as set out in Appendix 2 Special Provisions above, the applicant will be required to complete an assessment and a Wallace SAS Group will be awarded accordingly.

(2) Special Circumstances

In respect of a consideration of Special Circumstances as outlined above, if the applicant is still deemed to be eligible for Special Circumstances at the time of the School's Special Provisions Assessment and evidence can be provided at that time by the parent, then the parent should apply for Special Circumstances in relation to both the child's SEA TSAS (if completed) and the assessment. Parents will be offered the opportunity, if their child is invited to sit the School's Special Provisions Assessment, to indicate the existence of Special Circumstances, at that time, and the process outlined in Appendix 1 will be followed.

A holistic judgement will then be made by the Admissions Committee having followed both the Special Provisions Process and the Special Circumstances Process and having considered all the evidence provided by the parents. A Wallace SAS Group will then be generated for each eligible child.

The Admissions Committee of the Board of Governors will not adjust the Wallace SAS Group based on statements made but not supported by evidence.

DUTY TO VERIFY

The provision of false or incorrect information or the failure to provide information within the deadlines set by the School 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 application.

When considering which children should be selected for admission, the Admissions Committee will only consider information which is detailed on, or attached to, the Transfer application. Parents should therefore ensure that all information pertaining to their child and relevant to the School's Admissions Criteria is detailed on the Transfer application or attached to it.

Primary Schools from which the School has received pupils in the last five years.

Academy	Dromore Central	Largymore	Spa
Anahilt	Drumlin Integrated	Lisburn Central	St Aloysius'
Ballinderry	Dunmurry	Maghaberry	St Anne's
Ballycarrickmaddy	Enniskillen Integrated	Maralin Village	St Bride's
Ballymacash	Fair Hill	McKinney (Dundrod)	St Colman's (Lambeg)
Brownlee	Finaghy	Meadow Bridge	St Joseph's (Lisburn)
Carniny	Fort Hill Integrated	Millennium Integrated	St Malachy's
Carr	Friends' Prep	Moira	St Mary's (Derrymore)
Carryduff	Fullerton House	Oakwood Integrated	Stranmillis
Cavehill	Gaelscoil a Mona	Old Warren	Tonagh
Cranmore Integrated	Harmony Hill	Our Lady Queen of Peace	Victoria College Prep
Crumlin	Holy Evangelists	Pond Park	Wallace Prep
Donacloney	Killowen	Riverdale	Waringstown
Downshire	King's Park	Rowandale Integrated	
Dromara	Knockmore	Seymour Hill	

The Information Commissioner's website www.ico.gov.uk contains guidance for parents with regard to how to access information held by schools in relation to their child.

WAITING LIST POLICY

If a vacancy arises and is to be filled during Year 8, the next applicant on the original transfer list rank order will be contacted. This list does not transfer automatically into applications for other year groups.

APPLICATIONS AND ADMISSIONS

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2022/23	170	353	177*
2023/24	170	276	183**
2024/25	170	290	182***

* Includes 2 SEN children and 5 additional places granted by DENI under Temporary Variation.

** Includes 4 SEN children, 8 additional places granted by DENI under Temporary Variation and 1 child admitted under Appeal.

*** Includes 4 SEN children and 8 additional places granted by DENI under Temporary Variation.

Criteria for admission other than Year 8

For applications for a place in years other than Year 8, parents must complete and return the Application for Admission form, available on www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/

The criteria used to establish a rank order of applications is published on www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/

For guidance on admission to Sixth Form: <https://www.wallacehigh.org/about/admissions-criteria/admissions-non-yr8/>.