

The Royal School
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Headmaster: Dr D A Burnett, BA, PhD, NPQH
Chairman of the Board of Governors: Dr G Walsh



Voluntary Grammar
Non-Denominational
Boys and Girls
Age 11 - 18
Boarding and Day
Enrolment Sept 2022: 682
Expected Enrolment Sept 2023: 685
Approved Admissions Number for 2023: 100
Approved Enrolment Number for 2023: 680

To Parents/Guardians naming the Royal School Dungannon as a Preference on your child's Transfer Application

Entrance Test Results

The Royal School Dungannon intends to use the score awarded to pupils completing the Common Entrance Assessment ('the CEA') provided by the Association for Quality Education (AQE) as specified by the School. Parents should record their child's candidate number and CEA score on the Transfer Application and attach the statement of results.

Special Circumstances

Parents who wish to apply to the School claiming Special Circumstances should complete **Form SC 23** (obtainable from the School or AQE) or otherwise apply in writing and attach the application with appropriate documentary evidence, as detailed below, to the Transfer Application.

Special Provisions

Parents who wish to apply to the School under Special Provisions should contact the School as soon as possible. In addition, they should complete **Form SC 23** (obtainable from the School or AQE) or otherwise in writing and state the precise reason why they believe the pupil is eligible for consideration under Special Provisions. This should be sent to the School with appropriate evidence. A copy of **Form SC 23** and all the documentary evidence should be attached to the Transfer Application. For those pupils whose parents wish them to transfer from schools outside Northern Ireland, applications for Special Provision should be received by the School by 30th March 2023.

Open morning visits for **P7** parents and pupils will be held during 24-26 January 2023.

An open evening for **P6** parents and pupils will be held on 15 February 2023 at 7.15 pm.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2023

The Royal School Dungannon ('the School') is a voluntary grammar and boarding school for boys and girls offering a broad curriculum of academic courses and a strong commitment to extra-curricular activities. The Board of Governors of the School has delegated to its Admissions Committee, including the Principal, the responsibility of applying its admissions criteria to identify which children are to be admitted to the School in Year 8.

The Admissions Committee will initially consider applications for boarding. All boarding applications should be made direct to the School, which will be the main information point for parents regarding boarding applications and procedures. The Admissions Committee will then consider only those pupils

who have taken the Common Entrance Assessment ('the CEA') provided by the Association for Quality Education (AQE) and who have been awarded a score in the CEA, including pupils whose score has been determined under the arrangements for Special Circumstances and Special Provisions.

The Admissions Committee will not use as a criterion the position of preference given to the school by the applicant on the Transfer Application. For example, a pupil who has chosen the Royal School Dungannon as a second, third or fourth preference school will be considered in the same manner as a pupil who has chosen the school as his or her first preference.

The Royal School Dungannon has an Admissions number of 100 pupils. Up to a maximum of 8 of these places will be available each year for boarding pupils.

In selecting children for admission for places, children who are resident in Northern Ireland at the time of their proposed admission to the School will be selected for admission before any child not so resident.

The Admissions Committee of 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 specified by the Board of Governors, 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. On the issue of verification of information, the School will apply Departmental Guidance (see note e).

From September 1990 parents of all pupils admitted to the Royal School Dungannon (except in the case of pupils who are not resident in Northern Ireland and who are not UK nationals) will not be required to pay tuition fees. Capital and Consolidation fees still apply. A Capital Fee (currently £70.00 per annum) and a Consolidated Charge, known as the School Fund (currently £80.00 per annum for the first child and £40.00 for a second child and with no charge for other siblings), are charged in regard to all pupils, with the exception of pupils who are entitled to Free School Meals and who are thus exempt from these fees.

SECTION 1: SPECIAL CIRCUMSTANCES, SPECIAL PROVISIONS & SPECIAL EDUCATIONAL NEEDS

The purpose of a claim for Special Circumstances and/or Special Provisions is so that a child can be assigned a score equivalent to that which he or she would have obtained in the AQE CEA 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 evidence to permit a child to be considered as having Special Circumstances or attracting Special Provisions, or both; if so, the second part of the consideration requires an educational judgement to be made on the totality of the evidence presented to the school so that a mark equivalent to that which the child would have obtained in the AQE CEA under normal conditions can be awarded.

It is for parents to present all such material as they consider will assist the school in performing both parts of the consideration described above. It should be noted by parents that both parts of the consideration referred to involve an exercise in judgement and not precise calculation. Evidence provided by parents shall always be considered by the Admissions Committee in reaching its judgements.

Special Circumstances

The School will admit pupils on the basis of the standardised score awarded by AQE, subject to the consideration of medical or other problems which may have affected performance in the CEA 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'.

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

Parents who wish to apply to the School claiming Special Circumstances should complete **Form SC 23** (obtainable from the School or AQE) or otherwise apply in writing and attach the application with appropriate documentary evidence, as detailed below, to the Transfer Application.

Details of Medical or Other Problems

Where it is claimed that a pupil's performance in the CEA has been affected by a medical or other problem, it is the responsibility of the parents to set out in **Form SC 23** or otherwise the precise details of the problem and to append any evidence they consider will assist the Admissions Committee in reaching a judgement.

Where the problem is of a non-medical nature the parents should set out in **Form SC 23** or otherwise the precise details of the problem and append appropriate evidence.

Details of Educational Evidence

The score achieved in the Common Entrance Assessment.

Sufficient documentary evidence must be provided by the parents and accompany the Transfer Application so as to enable the Admissions Committee to reach a decision. This evidence should include, where they exist, the results for the pupil 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.

Parents should also seek comparative information from the Primary school, using the format shown in **Form SC 23** or otherwise.

The Admissions Committee will consider the application for Special Circumstances. Where Special Circumstances are accepted, they will determine, on the basis of the information available, an appropriate 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.

Special Provisions

Special provisions may apply for:

- Pupils whose parents wish them to transfer to the School from a school outside Northern Ireland;

- Pupils who have received more than half their primary education outside Northern Ireland;
- Pupils, entered for the AQE Common Entrance Assessment, who because of unforeseen and serious medical or other problems were unable to participate in any of the assessments.

Parents who wish to apply to the School under Special Provisions should contact the School as soon as possible. In addition, they should complete **Form SC 23** or otherwise in writing and state the precise reason why they believe the pupil is eligible for consideration under Special Provisions. This should be sent to the School with appropriate evidence. A copy of **Form SC 23** and all the documentary evidence should be attached to the Transfer Application.

For those pupils whose parents wish them to transfer from schools outside Northern Ireland, applications for Special Provision should be received by the School by 30th March 2023.

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

- a. The Admissions Committee will consider any educational evidence, including information provided by the Primary school.
- b. The Admissions Committee will determine, on the basis of all the available educational evidence, an appropriate score for the pupil. The pupil will then be considered with all other pupils who have received a CEA score and the Admissions Criteria applied.

Special Educational Needs

The procedures for allocating a school place to pupils with a Statement of Special Educational Needs (SEN) operate outside the open enrolment procedures so as to ensure that such children are provided with the most appropriate school placement and their needs are met. Please contact the Education Authority for information.

SECTION 2: RESPECTIVE FUNCTIONS OF THE BOARD OF GOVERNORS AND PRINCIPAL IN RELATION TO ADMISSIONS TO THE SCHOOL

The Board of Governors of the School has delegated to its Admissions Committee, including the Principal, the responsibility of applying its Admissions Criteria to identify which children are to be admitted to the School in Year 8.

SECTION 3: APPLICATION OF THE ADMISSIONS CRITERIA

The Admissions Criteria will be applied in the order listed below until all places for entry into Year 8 have been allocated. Decisions taken about how Admissions Criterion 1 should be applied to each child will be taken solely on the basis of the information provided to the School. Decisions taken about how Admissions Criteria 2-4 should be applied to each child will be taken solely on the basis of the information provided on, or attached to, the Transfer Application. Parents are advised to record the Age Standardised Score awarded by AQE and the AQE Candidate Number when completing the Transfer Application and to attach the statement of result.

1. Up to a maximum of 8 boarding places will be allocated from the admissions total of 100. All pupils applying for a boarding place must be resident in Northern Ireland at the time of their admission

to the School. All pupils applying for a boarding place must provide appropriate evidence to the Admissions Committee in order to establish his or her suitability to benefit from a grammar school education in a boarding environment. Pupils applying for a boarding place should indicate such on the online Transfer Application. The Admissions Committee shall review the educational evidence provided and, if satisfied that the applicant would benefit from a grammar school education in a boarding environment, an offer of admission will be made (subject to residency).

2. The remaining places from the Admissions total of 100 will be allocated to pupils on the basis of the rank order of their respective scores in the CEA (or awarded as a result of Special Circumstances or Special Provision) with those achieving higher scores being allocated places before those with lower scores up to the Admissions number of 100. If more than one child is eligible for the last remaining place(s) because they have equal scores, then the final place(s) will be allocated using the Additional Considerations as set out in criterion 4 below and in the order stated.
3. If, following the application of Admissions Criteria 1 and 2, all the available places have not been filled then the School will consider for admission any pupils who have not taken the CEA. In the event that the number of such pupils exceeds the number of remaining places, allocation of the remaining places will be made by applying the Additional Considerations as set out in criterion 4 below and in the order stated.

4. **Additional Considerations**

The Additional Considerations will be applied in the order stated below.

(i) Pupils who have a child of the family, at the time of application, currently attending or who previously attended the school (details to be supplied); or pupils who are the eldest child in the family eligible to apply for admission to Year 8 (see definition at Note c).

(ii) Pupils who are entitled to Free School Meals (see note f)

(iii) Pupils ranked by the initial letter of surname (and if necessary, subsequent letters), as entered on the birth certificate, in the order set out below:

H X R G A Z N I E M C J U B D P S K V L O W Q F T Y

- Children will be selected for admission on the basis of the initial letter of the surname as it appears on the birth certificate.
- Where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission.
- Where children have the same surname, the initial letter of the first forename as it appears on the birth certificate will be used for admission.
- Where the first forenames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission.
- Where no priority can be established by means of this comparison the child with the shorter first forename will be prioritised for admission.
- In the event that two or more children have identical surnames and forenames then the oldest pupil shall be admitted first (established by date of birth as entered on the birth certificate).

(iv) The School wishes to continue its tradition of accepting children from a wide catchment area, irrespective of the proximity of their homes from the School. If, however, after criteria 4(i) to 4(iii) have been exhausted it becomes necessary to make a final selection, priority will be given to the child whose home is closer to the School. Distance will be measured in a straight line using an Ordnance Survey web distance measurement tool from the child's home to the front entrance of the School's main administrative building. Home will be taken to mean the child's address appearing at the commencement of the Transfer Application.

NOTES

- a. The School emphasises that it is the responsibility of the applicants to notify the School on the Transfer Application where the above criteria apply, including Special Circumstances and Special Provisions, and to furnish all relevant details.
- b. The Admissions Committee will consist of the Chairman, Vice-Chairman and up to four other members of the Board of Governors, the Headmaster and up to two members of the School's Senior Leadership Team.
- c. The definition of "child of the family" in 4(i) is that of the Department of Education for Northern Ireland (DE) which includes, for example, half-brothers and sisters, and children who are fostered or adopted. The definition of "eldest" in 4(i) includes 'only' children and twins and other multiples who are considered as joint eldest. A pupil will be considered as the eldest child if, at the date of his or her application, he or she is, in the opinion of the Board of Governors, the eldest child of the family eligible to apply for admission to the school, including: in cases where a child is more than 7 years younger than their next sibling; cases where a family has moved residence; or cases where an older sibling is not in mainstream education (for example attends a special school).
- d. The definition of "previously attended the school" in 4(i) is for a minimum of one full academic year at secondary level.
- e. Department of Education guidance is found in Circular 2013/24.
- f. The definition of "entitled to Free School Meals" is children 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 the final date of application for FSM published by the Department of Education (NI).
- g. All applications for admission to Year 8 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. All applications will be treated equally and the published Year 8 criteria applied. This waiting list will operate after placement letters have been received by parents/pupils until the end of the following academic year, that is, the end of Year 8. Please contact the school if you wish your child's name to be removed from the list. Should a place become available for your child by this method, the school will contact you. Waiting lists are also maintained for other Years and applications should be made in writing using the application form available on the school website or from reception.

The School places a strong emphasis on a pupil's willingness to participate in the broader life of the School, such as sports (including Saturday games), music, drama and a large number of clubs and

societies and all those applying for admission should be willing to support the School's ethos of active involvement in the life of the School.

Admission at other than Year 8 entry

Criteria for entry to Years 9-11

A pupil will be considered for admission by the School's Admissions Committee to Years 9-11 when:

1. The School's enrolment number has not been reached.
2. The admissions number for the Year Group to which the applicant is seeking entry, based on the admissions number for Year 8, has not been reached. The current admissions number for Year 8 is 100.
3. If undersubscribed, as set out in and 1 and 2 above, then a pupil will be admitted unless the admission of a pupil would prejudice the efficient use of resources in the School.
4. If more applicants apply for admission to a Year Group than the places available in that Year Group, then the Admissions Committee will give preference to pupils on the basis of academic ability, considered only on the basis of academic evidence provided with the application form.
 - It should be noted by parents that the Year 9-11 admissions process involves an exercise in judgement by the Admissions Committee and not a precise calculation.
 - The school reserves the right to set standardised tests in English and mathematics for any applicant.

Criteria for admission to the Sixth Form (Year 13) by pupils from another school when places are available

After the completion of the admissions process to the Sixth Form (Year 13) for pupils currently attending the Royal School Dungannon and undertaking GCSE studies in Year 12, the School will consider applications from pupils in other schools.

A pupil from another school will be considered for admission to Year 13 by the School's Admissions Committee on the basis of:

1. The School's enrolment number has not been reached.
2. Availability of places in AS subjects selected for study.
3. At least six GCSE passes (or equivalent qualification) at grade C or better, including;
 - a. A minimum of 20 points at GCSE (where A* = 5; A = 4; B = 3; C* = 2, C = 1 points)
 - b. Grade B or better in subjects selected for study at AS Level
 - c. If AS subjects selected have not been studied at GCSE Level, then a grade B or better in a related subject
 - d. If wishing to study Mathematics or Physics at AS Level, then a grade B or better in GCSE Further Mathematics

4. If undersubscribed, as set out in and 1 and 2 above, then a pupil meeting the criteria set out in 3 above will be admitted unless the admission of a pupil would prejudice the efficient use of resources in the School.
5. If the School's enrolment number has not been reached and more pupils apply for places than there are places available then the Admissions Committee will admit pupils on the basis of the rank order of their respective total points score at GCSE, with those achieving higher scores being allocated places before those with lower scores.
6. If more than one pupil is eligible for the last remaining place(s) because they have equal GCSE points scores, then the final place(s) will be allocated using the Additional Considerations as set out below.
7. The Additional Considerations will be applied in the order stated below.

(i) Pupils who have a child of the family, at the time of application, currently attending or who previously attended the school (details to be supplied); or pupils who are the eldest child in the family

(ii) Pupils who are entitled to Free School Meals

(iii) Pupils ranked by the initial letter of surname (and if necessary, subsequent letters), as entered on the birth certificate, in the order set out below:

H X R G A Z N I E M C J U B D P S K V L O W Q F T Y

- Children will be selected for admission on the basis of the initial letter of the surname as it appears on the birth certificate.
- Where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission.
- Where children have the same surname, the initial letter of the first forename as it appears on the birth certificate will be used for admission.
- Where the first forenames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission.
- Where no priority can be established by means of this comparison the child with the shorter first forename will be prioritised for admission.
- In the event that two or more children have identical surnames and forenames then the oldest pupil shall be admitted first (established by date of birth as entered on the birth certificate).

(iv) The School wishes to continue its tradition of accepting children from a wide catchment area, irrespective of the proximity of their homes from the School. If, however, after criteria 7(i) to 7(iii) have been exhausted it becomes necessary to make a final selection, priority will be given to the child whose home is closer to the School. Distance will be measured in a straight line using an Ordnance Survey web distance measurement tool from the child's home to the front entrance of the School's main administrative building. The applicant's home address will be verified by the school.

Criteria for requesting any extra places made available by the Department of Education for admission into Year 13 (Sixth Form)

The Department of Education may, in response to a request from a school, increase the number of pupils that the school can admit to its Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for Sixth Form study (as set out below) and shall be allocated in the order determined by the criteria to be applied in the order set down.

1. Pupils who have most recently completed Year 12 in the Royal School Dungannon.
2. Pupils from other schools where admission has been agreed and additional places granted by the Department of Education.*

*Parents should note how the Department of Education (DE) will, in response to a school's request, temporarily increase a school's enrolment number in order to allow extra post -16 pupils to enrol. DE will only increase the school's enrolment number if it is content that each external pupil for whom a place is requested would not be able to pursue their post-16 course-choices at another suitable school without undertaking an unreasonable journey (i.e. a journey, that by public transport, would be over an hour from where the young person lives or is further than 15 miles distance). If DE finds that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue - then DE will agree a school's request for an extra place.

What is a school of a type that is suitable for a pupil?

The criteria addendum states that the Department will consider what suitable alternatives are available to a pupil for whom an additional place is sought. To determine suitability, the Department first considers all schools to be one of 4 types: (i) denominational (ii) non-denominational (iii) Integrated; and (iv) Irish- medium. A school requesting an extra place for a post-16 pupil will belong to one of these 4 types and the Department will consider any other school from this same type as suitable for the pupil. The Department will also consider as suitable for the pupil any school of the same type as that attended by the child in Year 12.

The School places a strong emphasis on a pupil's willingness to participate in the broader life of the School, such as sports (including Saturday games), music, drama and a large number of clubs and societies and all those applying for admission should be willing to support the School's ethos of active involvement in the life of the School.

APPLICATIONS AND ADMISSIONS TO YEAR 8			
Year	Admissions No	Total Applications All Preferences	Total Admissions
2019/20	93	111	95*

2020/21	100	133	102*
2021/22	100	101	96

* Includes supernumerary pupils