

OMAGH ACADEMY GRAMMAR SCHOOL

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Omagh

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Tel No: 028 8224 2688**Fax No:** 028 8224 6737**Email:** info@omaghacademy.omagh.ni.sch.uk**Website:** www.omaghacademy.com**Principal:** Mrs Ruth E S Maxwell BSc(Econ) MSc(Ed Mgt) PQH(NI)**Chairman of the Board of Governors:** Mr William D Reilly MBE FRICS**Controlled Grammar School****(Non-denominational)****Co-educational****Age Range:** 11 – 18**Admissions No:** 95**Enrolment No:** 660**Roll:** 666

**An Open Evening for pupils and their parents will be held on
Thursday 1st February 2024 at 6.30pm.**

To Parents/Guardians naming **Omagh Academy** as a Preference on your child's Transfer Application.

Entrance Test Results

The Board of Governors will first consider for admission to Year 8, children who have taken the Schools' Entrance Assessment Group (SEAG) Entrance Assessment and been awarded a Total Standardised Age Score (TSAS) awarded by SEAG, subject only to the consideration of those applicants claiming "Special Provisions" as defined below.

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 original Statement of Outcomes 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 Omagh Academy under Special Provisions.

Special Circumstances and Special Provisions

If you are making a claim for your child to be considered under Special Circumstances and/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 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 Form SC and/or Form SP obtainable from the School and upload it with appropriate documentation described in Section 3.

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 an offer of a place at the School.

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

Omagh Academy is a co-educational non-denominational controlled grammar school. In the event of the School being oversubscribed the Board of Governors of Omagh Academy has approved the criteria for admission described below, and delegated to its Admissions Committee, in conjunction with the Principal, the responsibility of applying its admissions criteria to identify which children are to be admitted to Omagh Academy. This includes decisions in respect of Special Circumstances and Special Provisions. Further reference, therefore, to the Board of Governors may imply the Admissions Committee and/or the Principal.

ADMISSIONS CRITERIA FOR ENTRY OF PUPILS TO YEAR 8 IN SEPTEMBER 2024

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 30 January 2024 at 12 noon (GMT) and an application submitted by the closing date of 22 February 2024 at 12 noon (GMT) will be treated as a punctual application. An application received after 12 noon (GMT) on 22 February 2024 and up to 4pm on 4 March 2024 will be treated as a late application.

1 INTRODUCTION

When considering which children should be selected for admission the Board of Governors will take into account only information which is detailed on or uploaded with the Transfer Application, including the Total Standardised Age Score (TSAS) provided by the Schools' Entrance Assessment Group (SEAG) as a result of the child's performance in the SEAG Entrance Assessment (or assigned as a result of consideration of Special Circumstances and/or Special Provisions). It is the responsibility of parents/guardians to make sure that all information pertaining to their child and relevant to the School's admissions criteria, as outlined below, is stated 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 included with it at the time of application.**

Parents/Guardians should note that they are required to produce documents verifying information pertinent to the School's Admissions Criteria.

2 ADMISSIONS CRITERIA TO BE APPLIED TO ALL APPLICANTS

If the number of applications is greater than the Admissions Number determined by the Department of Education, the following criteria (to include sub-criteria) shall be applied in the order listed below until the point where the admissions number is reached.

If there are fewer applicants complying with a particular criterion or sub-criterion than there are places available or remaining, those applicants complying with that criterion or sub-criterion will be admitted and the next criterion or sub-criterion will be applied to the remaining applicants.

If there are more applicants complying with a particular criterion or sub-criterion than there are places available or remaining, those applicants complying with that criterion or sub-criterion will go forward to be considered under the next criterion or sub-criterion and those not complying with that criterion or sub-criterion will be eliminated.

2.1 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.

The child's Birth Certificate and proof of address should be uploaded with the Transfer Application. Proof of address – any TWO of the following recent (within the past 6 months) documents with sensitive information redacted: Bank/building society statement; Utility bill (e.g. electricity, gas, TV licence, landline telephone); Addressed payslip; Letter awarding Child Benefit to the child or another letter relating to this benefit; Mortgage statement; Land and Property Services Rates Demand; Financial statement such as ISA, Pension or Endowment; Current Driving licence; Rental agreement.

2.2 The Admissions Committee will consider 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 parent/guardian(s) claiming 'Special Circumstances' and/or 'Special Provisions' as defined below. Places will be allocated in strict rank order of the scores, starting with the highest score and working in descending rank order, up to the Admissions Number (95). The TSAS in the SEAG Entrance Assessment should be entered, along with the SEAG Unique Pupil Number, on the Transfer Application.

It is the responsibility of parents/guardians to make sure that the original Statement of Outcomes received from SEAG, indicating their child's SEAG Total Standardised Age Score (TSAS), is uploaded with the Transfer Application.

2.3 Places will then be allocated using the following sub-criteria, in the order listed:

- i. Children who, at the date of their application have a child of the family₁ currently enrolled at the School **(state name(s) and registration groups on the Transfer Application);**
- ii. Children who, at the date of their application are the eldest₂ child of the family₁;
- iii. Children ranked by the initial letter of surname (and if necessary, subsequent letters), as entered on the birth certificate, in the order set out below:

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

- (a) Children will be selected for admission on the basis of the initial letter of the surname.
 - (b) Where surnames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using alphabetical order.
 - (c) Where children have the same surname, the initial letter of the first forename as it appears on the Birth Certificate or Adopted Children Register will be used for admission. Where no priority can be established by means of this direct alphabetical comparison (eg 'Strong' 'Stronge') the child with the shorter surname will be prioritised for admission.
 - (d) Where the forenames begin with the same letter, the second and, if necessary, subsequent letters will be used to establish relative priority for admission using alphabetical order.
 - (e) Where no priority can be established by means of this direct alphabetical comparison (eg 'Alan' 'Alanna') the child with the shorter first forename will be prioritised for admission.
 - (f) Where children have the same forename the child without any subsequent forename will be prioritised for admission.
 - (g) Where the application of (a) to (f) has not permitted priority to be established then (c) and (d) will be repeated with the substitution of 'second forename' for 'first forename'.
- iv. In the event that after all the above criteria have been applied, and there are two or more children still tied for the last remaining place, those pupils will be ranked by order of date of birth, preference being given to the older child established by date of birth as entered on the Register of Births or the Adopted Children's Register.

If there are still places available after consideration of all the children who have taken 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 Provisions as set out below), the School will consider for admission any children who have not taken the SEAG Entrance Assessment. Such children, if they satisfy Criterion 2.1, will be allocated to the remaining place(s) up to the School's Admissions Number using the sub-criteria listed in section 2.3 in the order set out.

¹ Child of the family covers: A child born to a married couple or to a couple in a civil partnership; A child born to a co-habiting couple; A child born to a single parent; A child of either/any of those people by a previous marriage, civil partnership or relationship; A child living with a couple who has been treated as a "child of the family" whether there is a marriage or a civil partnership or not; A child living with an individual, who has been treated as a "child of the family"; An adopted or fostered child; A situation where for example an orphaned cousin is being brought up with a family or individual.

² Twins and other multiples who are eldest in the family are treated as joint eldest children. Children who are the only child of the family are treated as the eldest child. Eldest child of the family eligible to transfer includes the eldest child of either parent. Applicants qualify for the eldest child criterion if they are the first child of the family eligible to apply for a post-primary mainstream school in Northern Ireland.

Proof of eldest child should be uploaded with the Transfer Application – a letter on headed note paper, stating that the child is the eldest eligible 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.

3 SPECIAL CIRCUMSTANCES and SPECIAL PROVISIONS

General

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 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.

Please note, parents/guardians are required to upload with the Transfer Application all such material that 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 educational judgement and not precise calculation.

Educational Evidence to be provided in support of 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 by the parents/guardians. This material may include any or all of the following:

- i) The Total Standardised Age Score (TSAS) score awarded by SEAG in the Entrance Assessment (if the child sits both Entrance Assessments) or the TSAS estimate provided by SEAG (if the child only sits one of the Entrance Assessments, due to the child's 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 conducted in Year 5 and Year 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 conducted in Year 5 and Year 6 and, where available, the respective SEAG Total Standardised Age Score (TSAS) awarded;
- iv) Any other relevant material.

Special Circumstances

Omagh Academy has academic performance in the SEAG Entrance Assessment as one of its criteria, subject only to the consideration of medical or other problems which may have affected performance in the 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'.

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

Parents/Guardians who wish to apply to the School under Special Circumstances should complete Form SC, obtainable from the School, stating the precise reason why they believe the child should be considered for Special Circumstances. The Form SC and appropriate documentary evidence should be uploaded with the Transfer Application.

The Admissions Committee will consider each application for Special Circumstances. Where a Special Circumstances claim is upheld the Admissions Committee will assign, on the basis of the information available, an equivalent Total Standardised Age Score (TSAS) for the child. Such children will then be considered with all other children who have received a SEAG Total Standardised Age Score (TSAS) score and the Admissions Criteria applied.

Details of Medical or Other Problems

Where it is claimed that a child'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 Form SC precise details of the problem and upload with the Transfer Application the evidence to corroborate its existence.

Where the problem is a medical one of short-term duration which affected the child only at the time of the SEAG Entrance Assessments, parents/guardians should be aware that the Admissions Committee 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. Where the problem is of a non-medical nature the parents/guardians should set out in the Form SC precise details of the problem and upload appropriate documentary evidence with the Transfer Application. It should be noted that independent evidence will carry greater weight.

Special Provisions

Special provisions will apply for:

- (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.

Note: It is expected that all those seeking admission should sit the SEAG Entrance Assessments, with the exception of those children who take up residence in Northern Ireland after 2 October 2023.

Parents/Guardians who wish to apply to the School under Special Provisions should contact the School as soon as possible. In addition, they should complete Form SP, obtainable from the School, stating the precise reason why they believe the child is eligible for consideration under Special Provisions and upload appropriate documentary evidence with the Transfer Application.

The Admissions Committee will consider each application for Special Provisions. Where Special Provisions are accepted, the Admissions Committee will assign, on the basis of the information available, an equivalent Total Standardised Age Score (TSAS) for the child. Such children will then be considered with all other children who have received a SEAG Total Standardised Age Score (TSAS) and the Admissions Criteria applied.

It is the responsibility of Parents/Guardians to ensure that the Transfer Application is completed in full and that all relevant information is uploaded with the Transfer Application.

4 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.

5 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 may be requested on or shortly after 20 May 2024, after notification of the allocation of a place at the School.
- Parents/Guardians 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 School to offer a place.

6 ADMISSION TO YEAR 8 FOLLOWING COMPLETION OF THE TRANSFER PROCEDURE

Should the Board of Governors determine that a child has arrived in Northern Ireland after the Transfer Process has been concluded and is seeking admission to the school, and the School's Admissions Number has been reached, it will seek approval from the Department of Education to admit the child through the allocation of an additional place.

Omagh Academy Grammar School operates a separate waiting list for Year 8. Should your application for a place in Omagh Academy Grammar School be unsuccessful, your child's name will be automatically added to the waiting list. Please contact the school if you wish your child's name to be removed from the list. The waiting list will be in place until the end of the academic year, 30th June 2025.

Should a vacancy arise after notification that your application was unsuccessful, the school will contact you to ascertain if you are still interested in a place. All applications for admission to the relevant year group 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. The school will contact you in writing if your child gains a place by this method.

7 TRANSPORT ARRANGEMENTS

The Department of Education for Northern Ireland has advised schools that: "it should be drawn to the attention of parents that changes in Departmental policy may alter transport eligibility criteria, entitlement to assistance and transport arrangements during their child's time at any particular school and this should be taken into consideration when making their school selection".

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2021/22	95	97	93
2022/23	95	95	95
2023/24	95	119	102

8 OTHER ADMISSIONS POLICIES

A copy of the policy for admission to Year 8 following completion of the Transfer Process, together with the policy for admissions to Years 9 to 12 and the policy for admission to Sixth Form are available on the school website: www.omaghacademy.com or from the school office.