

REGENT HOUSE SCHOOL

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Website: www.regenthouse.org.uk

Principal: Mr M C Carville BSc PGCE PQH

Chairman Board of Governors: Mr R Johnston

Controlled Grammar School

Age Range: 11-18

Admissions No: 210

Enrolment No: 1450

OPEN EVENING INFORMATION

Thursday 7 December 2023 – 6.00pm to 9.00pm and Friday 8 December 2023 – 4.00pm to 7.00pm
Headmaster’s Address 6.00pm and 7.00pm (Thursday), 4.00pm and 5.30pm (Friday)

To parent(s)/guardian(s) naming Regent House School as a preference on your child’s transfer application.

Entrance Assessment Results

Regent House School intends to use the score awarded to pupils who have taken the Entrance Assessment administered by the Schools’ Entrance Assessment Group (SEAG), on 11 November 2023 and 25 November 2023. 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. Please note it is the responsibility of parents/guardians to make sure that the 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 designation “e” (for estimate) immediately after the Outcome, e.g. Total Standardised Age Score TSAS 196e; Band 4e. Such pupils may be considered for admission by Regent House School under Special Provisions.

SPECIAL CIRCUMSTANCES

Any parent/guardian claiming Special Circumstances must complete Form SC available from Regent House School or from its website. This documentation, Form SC, together with the appropriate independent documentary evidence which corroborates the Special Circumstances claim, must be uploaded with the Transfer Application.

SPECIAL PROVISIONS

For those pupils currently in P7 in primary schools in Northern Ireland, and for those wishing to Transfer from outside Northern Ireland, claims for Special Provisions should be made on Form SP and uploaded with the Transfer Application. Form SP is available from Regent House School, or from its website.

If you are applying for Special Circumstances or Special Provisions please see the relevant sections of our Admissions Criteria.

Respective Functions of the Board of Governors and Principal in Relation to Admissions to the School

The Board of Governors draws up the admissions criteria and, working with the Principal, applies them.

ADMISSIONS CRITERIA

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 4.00pm on 4 March 2024 will be treated as a late application.

The Board of Governors has determined that all children 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 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.

Regent House School will not use as a criterion the position of preference given to the school on the Transfer Application; for example, a child who has chosen the School as a second preference school will be considered in the same way as all first preference applications.

The Board of Governors will first consider for admission to Year 8, children who have been awarded a Total Standardised Age Score (TSAS) by the Schools' Entrance Assessment Group (SEAG) as a result of the child's performance in the Entrance Assessment, subject only to the consideration of those children claiming "Special Circumstances" and "Special Provisions", as explained below. Parent/Guardians are advised to record the (TSAS) Score awarded by SEAG, together with the SEAG Unique Pupil Number, on the Transfer Application. Parent/Guardians must upload to the Transfer Application the Statement of Outcomes received from SEAG indicating their child's SEAG Total Standardised Age Score (TSAS).

In the event that there are more applications than there are places available the following criteria will be applied in the order set down:

1. Children who have taken the Entrance Assessment administered by the Schools' Entrance Assessment Group (SEAG) and been awarded a Total Standardised Age Score (TSAS) by SEAG or assigned a Total Standardised Age Score (TSAS) equivalent by the Board of Governors in accordance with the arrangements for Special Circumstances or Special Provisions set out below, will be considered before other children. If the number of applications is greater than the number of places available, children will be placed in strict rank order of marks, highest to lowest. The Board of Governors will award places on the basis of these scores with the highest score being awarded the first place(s) and then working in descending rank order until the number of places that would be awarded is equal or greater than the admissions number. The Total Standardised Age Score (TSAS) awarded by SEAG in the Entrance Assessment should be entered, along with the SEAG Unique Pupil Number, on the Transfer Application.

If following the application of this criterion it is not possible to identify for admission an exact number of children equivalent to the admissions number as a result of pupils with the same score being tied for the final place(s), the sub-criteria in criterion 3(i) to (viii) below will be applied in the stated order to distinguish between such pupils.

2. 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 assigned a score by the Board of Governors in accordance with the arrangements for Special Circumstances or Special Provisions set out below, the School will consider for admission any children who have not taken the SEAG Entrance Assessment using the sub-criteria listed (i)–(viii) in criterion 3 below.
3. If as specified above, the number of applications exceeds the number of available places, children will be selected by applying the following criteria progressively in the order set down:-

- (i) pupils enrolled in Regent House Preparatory Department as at 1 September 2023;
- (ii) children who have, or have had, a child of the family (sibling) attending the secondary department of the school.

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 (details to be supplied);

- (iii) children who are the eldest child of the family at the date of application, eligible to transfer to a mainstream Post-Primary school. Eldest child covers "only" children as well as twins (or other multiples) who are treated as joint eldest. The eldest child criterion will also apply in the case where a family has not had the opportunity to enrol an elder child, such as in cases where the elder child has completed their post-primary education (i.e. seven school years older), could not attend mainstream school (e.g. attends a special school) or where a family has relocated to 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.

- (iv) children who are transferring from Primary Schools located in the former Ards, North Down and Castlereagh Borough Council areas;
- (v) children who are entitled to receive Free School Meals.*
- (vi) the age of the child, preference being given to the eldest child.
- (vii) In the unlikely event in criterion (vi) above, of two or more children having the same birthday;
 - (a) Children will be selected for admission on the basis of the initial letter of the surname as it appears on the birth certificate using alphabetical order.
 - (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 will be used 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'.
- (viii) 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 all the criteria 3(i) to 3 (vii) have been exhausted it becomes necessary to make a final selection, priority will be given to a child whose home is closer to the school. Distance will be measured in a straight line using an Ordnance Survey map from the front door of the child's home to the front door of the School. Home will be taken to mean the child's address appearing at the commencement of the Transfer Application.

Parents/Guardians must indicate on the Transfer Application which of the above sub-criteria apply and to furnish relevant details. The Board of Governors will take into account only information which is detailed on or attached to the Transfer Application.

* "entitled to Free School Meals" will mean applicants 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 and including 4 March 2024.

SPECIAL CIRCUMSTANCES AND SPECIAL PROVISIONS

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 Board of Governors 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 Board of Governors 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 judgment and not precise calculation.

Special Circumstances

Regent House School has academic performance as its first criterion, 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 including educational evidence. These 'medical or other problems' are commonly referred to as 'special circumstances'.

Please note:

- 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 School 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, upload with appropriate documentary evidence, as detailed below, with the Transfer Application. The onus is upon parents to ensure that all relevant supporting information and accompanying application forms are provided to the school.

- 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, 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.

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 the evidence to corroborate its existence. Greater weight will be given to independent evidence.

- Educational Evidence

In reaching the educational judgement needed to assign an equivalent TSAS that the child would have obtained in the SEAG Entrance Assessment under normal circumstances, the Education Committee will consider any material uploaded with the Transfer Application by the parents/guardians. This material may include any or all of the following:

- The Total Standardised Age Score (TSAS) awarded by SEAG in the Entrance Assessment (if the child sits both Entrance Assessments).
- The results for the child of any standardised tests in English and Mathematics 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 Year 6.
- Comparative information from the Primary School for other pupils in the child's Year 7 class (without names) of any standardised tests in English and Mathematics 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 Year 6, where available, the respective SEAG Total Standardised Age Score (TSAS) awarded;
- Any other relevant material presented by parents/guardians.

The Board of Governors will consider the application for Special Circumstances. Where a Special Circumstances claim is upheld, the Board will determine and 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 Total Standardised Age Score (TSAS) in the SEAG Entrance Assessment and the admissions criteria applied.

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 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 independent evidence with the Transfer Application. For those pupils whose parents wish them to transfer from a school outside Northern Ireland, applications for Special Provisions should be received by the EA no later than 4.00pm on 4 March 2024.

The Board of Governors will consider each application for Special Provisions. Where Special Provisions are accepted, the following procedures will apply. The Board of Governors will consider the assessment information as detailed in Form SP:

- the results for the child of any standardised tests in English and Mathematics conducted in Year 5, Year 6 and Year 7 (the last three years of Primary School) and the results of any end of year tests in English and Mathematics in Year 5 and Year 6 (the last two years of Primary School);
- comparative information from the Primary School for other pupils in the child's Year 7 class (without names) of any standardised tests in English and Mathematics conducted in Year 5, Year 6 and Year 7 and the results of any end of year tests in English and Mathematics in Year 5 and Year 6.
- Any other relevant assessment material.
- If a claim for the consideration of Special Provision is made in respect of matters for which Special Access arrangements were granted for a child, the School will take into account the fact that the child was granted Special Access arrangements for those matters.

The Board of Governors will assign an equivalent Total Standardised Age Score (TSAS) for the child on the basis of the information available. 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, including, for example, details of any family relationship with Regent House School (including, for verification purposes, dates and maiden name if appropriate) and other relevant information.

If the Board of Governors becomes aware of:

- a) any material irregularity in the application made to the Schools' Entrance Assessment Group in connection with the prescribed test, or
- b) any falsification of any documents submitted to the Schools' Entrance Assessment Group in connection with the prescribed test, or
- c) any material breach of the conditions on the part of the child or his parents or guardians relating to the prescribed test.

It reserves the right to reject the application to the School of such a child.

DUTY TO VERIFY

The Verification of Information

Those making applications should note that the information contained within an application that qualifies the child for admission will be verified.

The Board of Governors therefore reserves the right to require such supplementary evidence as it may determine to support or verify information on any Transfer Application.

Those making applications should also note 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.

WAITING LIST POLICY

Regent House School operates a Waiting Lists Policy. For Year 8, all applications for admission to Year 8 that were initially refused will be automatically placed on the Year 8 Waiting List. New applications, late applications and applications where new information has been provided will also be added to the Year 8 Waiting List. The Waiting List will be in place until 30 June 2025, the end of Year 8. Please contact the school if you wish your child's name to be removed from the Year 8 Waiting List.

Should a vacancy arise after the date upon which outcome of applications have been issued from the Education Authority, the procedure outlined in the Admissions Criteria for entry to Year 8 will be followed in relation to those applications on the Year 8 Waiting List. The school will contact you if your child gains a place in the school by this method.

APPLICATIONS AND ADMISSIONS

Year	Admissions No	Total Applications <i>i.e. All preferences</i>	Total Admissions
2021/22	210	393	210
2022/23	210	271	210
2023/24	210	237	210

ADMISSION CRITERIA YEARS 9 – 12

The appropriate number of possible admissions to the school will be determined so that the total enrolment figure does not exceed 1450 which is the number allowed by the Department of Education for Regent House School.

Places will only be offered to pupils in a particular Year group where to do so would not prejudice the efficient use of resources. For health and safety reasons, classes in practical subjects will not normally exceed 20 and non-practical classes shall not exceed 31. The Governors will determine if a place becomes available. If the number of applications exceeds the number of available places, children will be selected by applying the following criteria progressively in the order set down:-

Children who have shown by their academic progress and positive attitude to date that they will benefit from the educational provision available in Regent House. Evidence will be sought from the grade achieved in the Transfer Test and reports from the previous school attended, which must accompany the application. Applicants will be ranked accordingly and selection will be made according to their place in this rank order.

In the event of there being more suitable applicants than available places then the places will be allocated using the following criteria in the order stated.

- (i) Children who have attended Regent House Preparatory Department.
- (ii) Children who have a sibling currently attending the school (including the Preparatory Department). "Sibling" is defined as another child of the family to include, for example, half-brothers and sisters, together with children who are adopted or fostered.
- (iii) Children who have had a sibling attending the school. "Sibling" is defined as another child of the family to include, for example, half-brothers and sisters, together with children who are adopted or fostered.
- (iv) Children who are the eldest child of the family to be eligible to be admitted to the school.
- (v) The age of the child, preference being given to the eldest child.
- (vi) In the unlikely event in criterion above, of two or more children having the same birthday,
 - (a) Children will be selected for admission on the basis of the initial letter of the surname as it appears on the birth certificate using alphabetical order.
 - (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 will be used for admission.
 - (d) 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 using alphabetical order.
 - (e) Where no priority can be established by means of this direct alphabetical comparison (e.g. 'Alan' 'Alanna') the child with the shorter first forename will be prioritised for admission.
 - (f) Where children have the same first 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'.
- (vii) 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 all the criteria (i) to (vi) have been exhausted it becomes necessary to make a final selection, priority will be given to a child whose home is closer to the school. Distance will be measured in a straight line using an Ordnance Survey map from the front door of the child's home to the front door of the School.