

OUR LADY'S GRAMMAR SCHOOL

Convent of Mercy

Chequer Hill

NEWRY

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Principal: Mrs Fiona McAlinden BSc (Hons), PGCE, MEd, PQH(NI)

Chairperson of the Board of Governors: Ms Catherine Magee

**Voluntary Grammar
Girls**

Age Range: 11-18

Admissions Number: 120

Enrolment Number: 860

OPEN EVENING INFORMATION

Date for Parents' Evening: Thursday 1st December 2022

To Parents/Guardians naming Our Lady's Grammar School as a Preference on your child's Transfer Application

Entrance Test Results

In assessing academic ability Our Lady's Grammar School intends to use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 12 November 2022 or the supplementary GL Entrance Assessment on Saturday 10 December 2022. Parents must upload a copy of the result slip which they receive on Saturday 4 February 2023 with the online Transfer Application and the grade should also be entered on the Transfer Application.

Special Circumstances

Special Circumstances usually refers to the claim that as a result of medical or other problems an applicant's performance in the GL Entrance Assessment was affected. Any parent/guardian claiming Special Circumstances must complete **Form SCR** in the Special Circumstances pack available from Our Lady's Grammar School or from its website and must submit the **Form SCR** to Our Lady's Grammar School no later than 2.00 pm on Wednesday 14 December 2022. Independent evidence in support of Special Circumstances is not required to be produced at this stage. This documentation, together with the independent, verifiable documentary evidence which corroborates the Special Circumstances claim, must be uploaded with the online Transfer Application and include the **SC1 Form**.

Special Provision

For those pupils currently in P7 in Primary Schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and uploaded with the online Transfer Application no later than 4.00 pm on Thursday 23 February 2023. Form SP1 is available from the school or its website. Parents wishing to claim Special Provision should also forward a copy of Form SP1 directly to Our Lady's Grammar School by no later than 4.00 pm on Thursday 23 February 2023. Further details can be found in the sections 'Note on Special Circumstances' and 'Note on Special Provision' below.

School Fee: £70 per annum (under review)

Respective functions of the Board of Governors and Principal in relation to Admissions to the school

The Board of Governors has determined the Admissions Criteria to be used and has delegated to the Admissions Sub-Committee, of which the Principal is a member, the functions and responsibilities in the application of the Admissions Criteria set out herein. The criteria are reviewed annually in light of any guidance issued by the Department of Education.

ADMISSIONS POLICY 2023-2024

Our Lady's Grammar School, Newry, is a Catholic grammar school for girls. This school wishes to accept girls who will benefit from the education it offers and whose parents/guardians are in agreement with the philosophy and aims of the school.

When considering which children can be selected for admission, the Board of Governors will only take into account information which is included on or submitted with the online Transfer Application. All relevant information that might qualify a pupil for a school's published admissions criteria must be included. **It is the responsibility of parents/guardians to ensure that this information is provided and that it is both complete and accurate before submitting with the online Transfer Application.** Examples of such information include whether the child has a

child of the family (state name of the child of the family as defined by DE in Transfer 2010 Guidance) at the school or whether the child is registered with the Education Authority as being entitled to Free School Meals.

(Please note: In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)), Our Lady's Grammar School has been directed to select for admission all children resident in Northern Ireland at the time of their proposed admission before any child not so resident may be selected for admission.)

SPECIAL CIRCUMSTANCES

Girls will be admitted strictly as described below according to the grade achieved in the GL Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the GL Entrance Assessment and which are supported by verified documentary evidence of a medical or other appropriate nature. These medical or other problems are commonly referred to as **Special Circumstances** and are described in the school's **Entrance Assessment: Access Arrangements & Special Circumstances Policy** available from our school or its website. Parents should carefully read this policy document along with the guidance provided in the **Claiming Special Circumstances Pack** available from our school. This pack contains a Guide to claiming Special Circumstances, Form SCR and Form SC1.

If a claim for consideration of Special Circumstances is made in respect of matters for which Access Arrangements were granted or could have been granted, had they been known to the Assessment Centre, the Board of Governors may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements.

The initial claim for Special Circumstances should be registered using **Form SCR** at Our Lady's Grammar School no later than 2:00 pm on **Wednesday 14 December 2022** with the completed claim for Special Circumstances being uploaded with the online Transfer Application by **Thursday 23rd February 2023**. At this time, the claim for Special Circumstances, supported by the required documentary evidence using **Form SC1** must be uploaded along with the appropriate independent documentation to the online Transfer Application. Gathering and submitting the documentary evidence as described above is vital for the consideration of a claim for Special Circumstances.

DETAILS OF MEDICAL OR OTHER PROBLEMS

Where it is claimed that a child's performance in the GL Entrance Assessment has been affected by a medical or other problem, independent evidence of its existence must be provided to the school. Where the problem is a medical one of short-term duration which affected the child only at the time of the GL Entrance Assessment, the school will require the production of evidence that the child was examined by a medical practitioner in relation to the illness at the time of the GL Entrance Assessment and the result of that examination. If the medical problem is other than that of a short duration, a doctor must provide a letter on headed notepaper which explains the medical condition and how it could have affected the child in the Entrance Assessment. Where the problem is of a non-medical nature, the parent/guardian must set out the precise details of the problem and submit with the online Transfer Application all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the GL Entrance Assessment must also be included. Please refer to the Entrance Assessment: Access Arrangements & Special Circumstances Policy and other guidance information available from our school.

EDUCATIONAL EVIDENCE

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by your child at or around the time of the GL Entrance Assessment caused her to underachieve. This educational evidence must be provided by the parent/guardian of the child and verified by the primary school Principal. The evidence should be sufficient to enable the Board of Governors to reach a decision on any adjustment to the grade/score achieved by the child in the GL Entrance Assessment. This evidence should include all of the results from the child's school administered standardised tests in English/Literacy and Mathematics/Numeracy taken from the beginning of the Key Stage 2 period and should be provided on **Form SC1**. **It is emphasised that the onus is on the parent/guardian to ensure that all of the above information is verified and provided by the primary school to the parent/guardian under the Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009 as amended and under the Data Protection Act 2018. Failure by the parent/guardian to provide such verified information will result in the Board of Governors being unable to consider the application for Special Circumstances. Material referred to above will assist the Admissions Subcommittee in making its judgement: it is however, not intended to be restrictive and the Admissions Subcommittee will consider any and all material uploaded with the online Transfer Application. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.**

SPECIAL PROVISION

For those pupils currently in P7 in Primary schools in Northern Ireland, claims for Special Provision should be made on the **Form SP1** and uploaded with the online Transfer Application. **Form SP1** is available from the school or its website. Parents/guardians wishing to claim Special Provision should also forward a copy of **Form SP1** directly to Our Lady's Grammar School, no later than **4pm on Thursday 23 February 2023**, after this date claims for Special Provision should be made directly to both Our Lady's Grammar School and to the EA Transfer Department.

Special provision will be made by the Board of Governors for girls:

1. Who are transferring from primary schools outside Northern Ireland and will become resident in Northern Ireland.
2. Who have received more than half of their primary education outside Northern Ireland.
3. Whose educational provision to date has been negatively affected by serious medical or other problems, which is supported by independent verifiable documentary evidence and who have not taken either of the GL Entrance Assessments on Saturday 12 November 2022 or Saturday 10 December 2022.

The Board of Governors will decide whether these girls should be admitted on the basis that they fall within the ability range of other girls being admitted in that year and/or meet one or more of Admissions Criteria 1 to 8 (i) - (iii) as listed below. The Board of Governors may require an assessment of the pupil's abilities to be carried out by a suitably qualified person or body approved by the school.

Parents/guardians may provide additional appropriate educational evidence which should include the results of standardised testing carried out during Key Stage 2 or its equivalent period in any primary school. This will be considered by the Board of Governors along with the educational evidence described above in exercising their educational judgement in these matters. The onus lies with the parents/guardians to provide this educational evidence and to have it appropriately verified.

Those children to whom clause 1 or 2 (above) applies may, if their parents/guardians wish, sit the GL Entrance Assessment in which case the grade or score obtained would also be considered.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision, or indeed information regarding the existence of any other relevant factor(s), is submitted with the child's online Transfer Application described in the guidance documentation. It should be noted by parent(s)/guardian(s) that such considerations involve an exercise in judgement and not precise calculation.

ADMISSION CRITERIA 2023 – 2024

The results achieved by girls in the Entrance Assessment provided by GL Entrance Assessment and administered by the Assessment Centres on 12 November 2022 or 10 December 2022 will form the primary evidence to be considered by the Board of Governors.

The Board of Governors will admit girls strictly on the following basis:

1. Girls awarded Grade A in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade A.
2. Girls awarded Grade B1 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B1.
3. Girls awarded Grade B2 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B2.
4. Girls awarded Grade C1 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C1.
5. Girls awarded Grade C2 in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the

opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C2.

6. Girls awarded Grade D in the GL Entrance Assessment and those girls regarding whom parental claims for consideration of Special Circumstances and/or special provision have been accepted and who, in the opinion of the authorised Admissions Subcommittee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade D.
7. All other girls who have applied to be admitted to Our Lady's Grammar School.

If there are more girls who satisfy any one of the criteria 1 to 7 when they are applied in the order of priority set down above than places remaining, then girls will be selected according to the following criteria applied in the order set down below: -

8.
 - (i) Girls who, at the date of their online application, have a parent/guardian who is a member of the permanent teaching, administrative, or ancillary staff of Our Lady's Grammar School.
 - (ii) Girls who, at the date of their application, have another child of the family (as defined by DE in Transfer 2010 Guidance) enrolled at Our Lady's Grammar School or selected for admission to the school in the coming school year.
 - (iii) Girls who, at the date of their application, are registered with the Education Authority as being entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance). Priority to be given so that the proportion of such children admitted is not less than the proportion of FSME applications received within the total number of applications received. The calculation of this proportion will be based on the first preference applications received by the school and the proportion will be applied in the manner set out in DE Circular 2016/15. If the number of applications from girls entitled to Free School Meals is greater than the calculated proportion above, then selection for all places remaining in this category will be on the basis of the computer-based process detailed below under 'Tie-breaker'.

If there are more girls who meet one of the above sub-criteria when they are applied in the order of priority set down than there are places available, then the remaining sub-criteria will become sub sub-criteria and applied successively in the order set out until the final selection is completed.

Tie-breaker

Should there be over-subscription amongst girls once the above sub-criteria have been applied, selection for all places remaining, will be on the basis of a computer-based process which will make use of their names-as entered on the online Transfer Application. The process is carried out by means of a computer programme which, for each applicant, generates a ranking number using the details from the online Transfer Application as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as entered on the online Transfer Application) and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the programme, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available.

Where, after this process has been applied, two or more applicants have identical ranking numbers and thereby qualify for the last available place(s), places will be allocated by random selection.

Twins and children of other multiple births

Where, in the event of having to use the tie breaker in the process of determining rank order for twins and other children of multiple births, the procedure will be conducted as set out above but, on completion, the ranking number of the second and any subsequent girl of the multiple birth will be changed to that number immediately after the ranking number of the first girl and the ranking number of all other applicants whose ranking was lower than that of the first girl will be changed accordingly as a result.

VERIFICATION OF ALL INFORMATION

The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on the Transfer Application or submitted with the Transfer Application by parents/guardians.

The provision of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by Our Lady's Grammar School will result in either the withdrawal of a place or the inability of the school to offer a place.

The responsibility to ensure that:

- The Transfer Application and other necessary documentation is correctly completed,
- Any required verification documents are provided within specified deadlines,

lies with the parents/guardians of the child. Failure to ensure that this occurs will lead to the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.

CRITERIA FOR ADMISSION TO YEAR 8 AFTER THE START OF THE SCHOOL YEAR

Should a place in Year 8 become available for any reason after the start of the school year first consideration will be given to pupils who have moved from elsewhere to the local area and who were thus unable to apply before Summer 2023. Any other place(s) will be offered to those whose applications were considered by the Admissions Subcommittee and who were not admitted. All such unsuccessful applicants will have been placed in a Rank Order determined by the published criteria; should a place in Year 8 become available, it will be offered to the pupil placed first in that Rank Order.

APPLICATIONS AND ADMISSIONS TO YEAR 8

Year	Admissions No	Total Applications All Preferences	Total Admissions
2020/21	148	155	148
2021/22	148	214	162*
2022/23	148	224	160*

*includes Appeals and Statemented Pupils

CRITERIA FOR TRANSFER BETWEEN SCHOOLS 2023/2024

(Admission to Years 9, 10, 11 and 12)

It is not school policy to admit pupils to year 12, except in exceptional circumstances. Should a place in Years 9, 10 or 11 become available, for any reason, then the Admissions Criteria will apply as for Admissions into Year 8 with Special Provisions for those who have moved from elsewhere to the local area.

Note:

The Board of Governors reserves the right to refuse an application for a place in Years 9, 10 or 11 even if a place becomes available, if the Board is of the opinion that the admission of the child would prejudice the efficient use of resources.

ADMISSION TO SIXTH FORM IN OUR LADY'S GRAMMAR SCHOOL (SCHOOL YEAR 2023 -2024)

(All external applicants for places in Year 13 must provide evidence from their former school that they have a good disciplinary and attendance record).

All applicants must have taken GCSE or equivalent examinations.

- The minimum academic requirement for acceptance into 'A' level studies in Our Lady's Grammar School is the same for internal and external applicants, that is, at least 4 Grade Bs and 3 Grade Cs at GCSE or equivalent, appropriate to the 'A' level course which they wish to follow.
- Certain subjects have specific entrance requirements. Details may be obtained from the 'A' Level Choices Booklet available on request from the school after Easter 2023.
- If there are more applicants than the number of places available in the Year Group or desired subject group(s) priority will be given to students presently attending the school. **** (see below)**
- If it is necessary to decide between applicants from other schools who fulfil criterion a. in this section, the following will be applied in order of priority:
 - Academic abilities, determined by points score as follows:
A* = 8 points A = 7 points B = 6 points C* = 5 points C = 4 points

In the event that two applicants have the same points score, the Admissions Criteria as outlined for applicants seeking admission into Year 8 will be applied.

Applicants who have obtained grades in equivalent examinations other than GCSE examinations will be allocated points for their qualifications.

Pupils considering a transfer from another school must contact the Principal of Our Lady's Grammar School as soon as possible following the publication of the GCSE results. Interviews will be arranged.

Applicants must bring with them to interview:

- their results slip(s);
- their two most recent school reports.

****NB: Criteria for any extra places made available by the Department of Education for Admission to Sixth Form in Our Lady's Grammar School**

The Department of Education may, upon request, increase the number of pupils that a school can accept into 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 in Our Lady's Grammar School (*as outlined above*) and shall be allocated in the order determined by the criteria to be applied in the order below:

1. Pupils who have most recently completed Year 12 in Our Lady's Grammar School;
2. Pupils from other schools where admission to an extra place in Our Lady's Grammar School has been agreed by the Department of Education.

*Parents/guardians should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of the type suitable*** (see below) for that pupil within an hour's journey of where the pupil lives. If there is, DE will then check whether this other school or schools with places available may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find 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?**

To determine this, DE first considers all schools to be one of 4 types:

- (i) Denominational;
- (ii) Non-denominational;
- (iii) Integrated;
- (iv) Irish-Medium

A school requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or schools from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type as the type of school that the child attended in Year 12.