

OUR LADY'S GRAMMAR SCHOOL



ADMISSIONS INFORMATION 2012 – 2013

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SCHOOL YEAR 2012 – 2013

*(*** Please see below for information upon intake 2011 – 2012)*

To Parents / Guardians naming Our Lady's Grammar School as a Preference on your Child's Transfer Form
Entrance Test Results*** see below Our Lady's Grammar School intends to use the grade awarded to pupils completing the GL Entrance Assessment on Saturday 19 th November 2011 or the supplementary GL Entrance Assessment on Saturday 10 th December 2011 as specified by the school. Parents must attach a copy of the result slip which they received on Saturday 4 th February 2012 with the Transfer Form and the grade should also be recorded in section C of the Transfer Form.
Special Circumstances Any parent / guardian claiming Special Circumstances must complete the documentation in the Special Circumstances Pack available from Our Lady's Grammar School or from its website. This documentation, Form SC1 together with the appropriate independent documentary evidence which corroborates the Special Circumstances claim, must be attached to the Transfer Form. Special Provision For those pupils currently in P 7 in Primary schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and attached to the Transfer Form. 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 Wednesday 7 th March 2012. After this date claims for Special Provision should be made directly to Our Lady's Grammar School and to the SELB Transfer Department.
*** <u>INTAKE 2011 – 2012</u>: Applications 165; Admitted 121; Grade A 90; Grade B1 15; Grade B2 13; Grade C1 3* (*sisters of present pupils)

ADMISSIONS POLICY 2012 – 2013

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. The Board of Governors has delegated the responsibilities for the task of applying the criteria as indicated below to a sub-committee. The decisions of this sub-committee are subject to the final ratification of the Board of Governors.

(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 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 the 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 the Entrance Assessment Centre by 4:00pm on 16th December 2012 with the completed claim for Special Circumstances being sent to the SELB along with the Transfer Form in February 2012. At this time, the claim for Special Circumstances, supported by the required documentary evidence using **Form SC1** must be appended along with the appropriate independent documentation to the Transfer Form before it is sent to the SELB Transfer Department by the Primary School Principal. 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 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 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 Entrance Assessment and the result of that examination. Where the problem is of a non-medical nature, the parents must set out the precise details of the problem and append to the Transfer Form all appropriate independent documentary evidence which corroborates its existence. The name of the Assessment Centre at which the child sat the 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 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 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 and under the Data Protection Act 1998. 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 sub-committee in making its judgement: it is however, not intended to be restrictive and the sub-committee will consider any and all material presented and attached to the Transfer Form. 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 P 7 in Primary schools in Northern Ireland, claims for Special Provision should be made on Form SP1 and attached to the Transfer Form. 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 Wednesday 7th March 2012. After this date claims for Special Provision should be made directly to Our Lady's Grammar School and to the SELB 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 N. 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 19th November 2011 or Saturday 10th December 2011

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) – (viii) 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 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 given on or appended to the child's Transfer Form as 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.**

ADMISSIONS CRITERIA 2012 – 2013

The results achieved by girls in the Entrance Assessment provided by GL Assessment and administered by the Assessment Centres on 19th November 2011 or 10th December 2011 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 Sub-Committee, 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 Sub-Committee, 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 Sub-Committee, 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 Sub-Committee, 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 Sub-Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C1.
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 Sub-Committee, 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.
8. 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:-
 - (i) Girls who, at the date of their 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 girl of the family (as defined by DE in Transfer 2010 Guidance) attending the school or selected for admission to the school in the coming school year.
 - (iii) Girls who have had another girl of the family (as defined by DE in Transfer 2010 Guidance) previously attend the school.
 - (iv) Girls who are the first girl of the family (as defined by DE in Transfer 2010 Guidance) to transfer to secondary education, i.e. the eldest girl of the family as defined above.
 - (v) Girls who are the first girl of the family (as defined by DE in Transfer 2010 Guidance) to apply to a Grammar School,
 - (vi) Girls whose mother / guardian attended the school
 - (vii) Girls who, at the date of their application, are entitled to Free School Meals Provision (as defined by DE in Transfer 2010 Guidance)
 - (viii) Other girls ranked by date of birth with the youngest girl admitted first and all other girls admitted by age (youngest first) until all places have been filled.

If there are more girls who meet one of the above criteria (i) to (viii) than there are places available, then the remaining criteria will become sub-criteria and applied successively in the order set out until the final selection is completed. In the event of two or more girls having the same date of birth and thereby qualifying for the last place(s), the girls will be ranked by alphabetical order of surname and then forenames as listed on the birth certificate.

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 Form or appended to the Transfer Form by parents/guardians. For verification purposes original documents are required and not facsimiles or photocopies. 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 Form and other necessary documentation is correctly completed;
- any special circumstances / special provision being claimed are properly documented as described in detail above and in the guidance documentation;

and

- 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 any request for special circumstances / special provision not being considered and / or 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 priority will be given to pupils who have moved from elsewhere to the local area.

CRITERIA FOR TRANSFER BETWEEN SCHOOLS 2012/2013 **(Admission to years 9, 10, 11 and 12)**

It is not school policy to admit pupils to years 10 or 12, except in exceptional circumstances. Should a place in Years 9 or 11 become available, for any reason, then the Admissions Criteria 8 (i) – (viii) 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, 11 or 12 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

CRITERIA FOR ENTRANCE INTO SIXTH FORM
(Please see separate sheet)