

**MOUNT LOURDES GRAMMAR SCHOOL**

Belmore Street

Enniskillen

BT74 6AB

**Telephone:** 028 6632 2265**Fax:** 028 6634 3960**Email:** info@mountlds.enniskillen.ni.sch.uk**Principal:** Mrs S Cullen**Chairman of the Board of Governors:** Monsignor P O'Reilly**Voluntary Grammar School****Girls****Age Range:** 11 – 18**Admissions Number:** 96**Enrolment Number:** 760**Roll:** 750**Open Night****Wednesday 25th January 2023 at 7.00 pm**

**To Parents/Guardians** naming **Mount Lourdes Grammar School** as a Preference on your child's Transfer Application.

**Entrance Assessment Results**

Please ensure that the following information is included in the Admission Criteria Notes Section of your child's Transfer Application:

- The grade achieved in the GLA Entrance Assessment

Please ensure that you attach a copy of the statement of results which you will receive on Saturday 4<sup>th</sup> February 2023 to the Transfer Application (Documents Section).

**SPECIAL CIRCUMSTANCES**

Mount Lourdes Grammar School will admit pupils strictly in the order of the Grade which they obtain in the Entrance Assessment provided by Granada Learning Assessment (GLA), subject only to consideration of medical or other problems which may have affected performance in the Entrance Assessment. Applications for such consideration must be supported by 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 the school or its website.

Parental claims for consideration of Special Circumstances for an applicant shall be examined and decided upon before the application of any of the Admissions Criteria. If a claim for Special Circumstances is accepted, the Selection Committee of the Board of Governors shall then, using their judgement, decide for such applicants the grade to be used in the application of the Admissions Criteria, on the basis of all the documented evidence submitted by the parents/guardians. This may be the grade which the applicant in fact achieved in the Entrance Assessment. The Admissions Criteria shall then be applied.

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 made known to the Assessment Centre, the Selection Committee may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements for those matters.

There are 2 important forms to be submitted by Parents/Guardians in order to make a Special Circumstances claim:

1. **A notification of a claim for Special Circumstances must be registered at the school by 2.00 pm on Wednesday 14 December 2022 using 'Form SCR', which is available from the school.**

Claims not registered by Wednesday 14 December 2022 deadline may not be considered by the Selection Committee.

2. Full details about the Special Circumstances claim should be provided in '**Form SC1**'. This form is available from the school or its website. It has to be attached to the Transfer Application (Documents Section), together with supporting documentary evidence before it is submitted to the Education Authority via the Post Primary Admissions online portal in February 2023. Please note that it is the responsibility of parents to obtain supporting documentation and to ensure that the SC1 Form is completed properly and that all information and forms are submitted to the Education Authority, Post Primary Admissions online portal at the correct time.

**Evidence 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 attached to the SC1 Form. 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 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 this examination. Where the problem is of a non-medical nature, the parents/guardians must set out the precise details of the problem and append to the SC1 Form all appropriate independent documentary evidence which corroborates its existence.

**Educational Evidence**

All claims for Special Circumstances must include sufficient educational evidence to enable the Selection Committee of the Board of Governors to reach a decision on any adjustment to the grade achieved in the Entrance Assessment. Please note that it is the responsibility of parents/guardians to obtain supporting educational evidence and to ensure that the SC1 Form is completed properly and that all information and forms are submitted to the Education Authority, Post Primary Admissions online portal at the correct time.

**The following educational evidence should be provided where it exists in relation to the applicant:**

- (a) All of the applicant's school standardised test results in English/Literacy and Mathematics/Numeracy taken from the beginning of Key Stage 2. Results from all tests should be accompanied by the name of the standardised test, the supplier of the test and the date taken.
- (b) Any other relevant material in respect of the applicant's academic ability.

It is emphasised that the onus is on the parents/guardians to ensure that all of the above information is provided. Parents should also note that in Northern Ireland they have a legal right to obtain information held by the Primary School in respect of their child. Failure by the parent/guardian to provide such information may result in the Board of Governors being unable to consider the application for Special Circumstances.

Parents/Guardians should read the '**Access Arrangements & Special Circumstances Policy**' available from the school or its website carefully along with the guidance provided in the '**Claiming Special Circumstances Pack**' available from the school.

**SPECIAL PROVISION****Special provision may be made by the Board of Governors for girls:**

- who are transferring from Primary Schools outside Northern Ireland,
- who have received more than half of their Primary Education outside Northern Ireland,
- whose educational provision to date has been negatively affected by serious medical or other problems which are supported by independent verifiable documentary evidence and who may as a consequence have been unable to take either the Entrance Assessment or the Supplementary Assessment.

Parental claims for consideration of Special Provision for an applicant shall be examined and decided upon before the application of any of the Admissions Criteria. If a claim for Special Provision is accepted, the Selection Committee of the Board of Governors shall then, using their judgement, decide for such applicants on the basis of the outcome of a standardised assessment and of all the documented evidence supplied by the parents/guardians with the original Transfer Application, the grade to be used in the application of the Admissions Criteria.

The ability of girls granted Special Provision will be assessed on the basis of the evidence provided from a standardised assessment carried out on behalf of the Board of Governors and by consideration of any other appropriately verified educational evidence provided by the parents/guardians.

Parents/Guardians may provide additional appropriate educational evidence which may include the results of any standardised testing carried out during Key Stage 2 or its equivalent in any Primary School.

It is emphasised that the onus is on the parents/guardians to present all such material as will assist the Selection Committee in its deliberations and to have it appropriately verified.

Further, if an applicant for Special Provision availed of the opportunity to sit the Entrance Assessment the grade obtained will also be considered.

If applying for Special Provision parents/guardians must complete **Form SP1 available from the school or its website**, detailing precisely why they are applying for Special Provision.

For girls in primary schools in Northern Ireland, this form must be attached to the Transfer Application, together with supporting documentary evidence before it is uploaded to the Education Authority, Post Primary Admissions online portal in February 2023. For all other applicants, the parents should complete the SP1 Form and contact the Education Authority, Post Primary Admissions Office to complete the Transfer Application and attach the SP1 Form.

**\*\*\*A copy of Form SP1 should also be sent directly to Mount Lourdes Grammar School by 4.00 pm on Thursday 23 February 2023.**

Further guidance on applying for Special Provision is provided with the SP1 Form available from the school or its website.

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

The Board of Governors of Mount Lourdes draws up the admissions criteria and delegates to a Selection Sub-Committee, which includes the Principal, the responsibility for applying these criteria. Any reference herein to the term the Board of Governors includes any Committee or Sub-Committee appointed by the Board of Governors for the purposes of applying the Admissions Criteria set out herein.

In accordance with the Education (Northern Ireland) Order 1997, applicants resident in Northern Ireland at the time of their proposed admission to the school will be selected for admission before any applicant not resident in Northern Ireland.

### **ADMISSIONS CRITERIA 2023**

The Board of Governors has determined that, in the event of the number of applicants being greater than the admissions number for the school, the following method will be used to select girls for admission:

The results achieved by girls in the Entrance Assessment provided by Granada Learning Assessment (GL Assessment), or awarded by the Selection Committee following a Special Circumstances and/or Special Provision Claim, will form the evidence to be considered by the Selection Committee in applying the first criterion below.

1. The Board of Governors will admit girls strictly in the following rank order.
  - 1.1 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade A.
  - 1.2 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B1.
  - 1.3 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade B2.
  - 1.4 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C1.
  - 1.5 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade C2.
  - 1.6 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 Selection Committee, based on the documented evidence submitted as required, are of comparable ability to those girls awarded Grade D.
2. If there are more applicants with a particular grade in the order of priority set out above than places remaining, then the remaining places will be allocated by the application of the following criteria in the order and priority set down below:
  - 2.1 Applicants who at the date of their application have another girl of the family (as defined by the Department of Education \* see note below) currently enrolled in the school or at the date of their application have a girl of the family selected for admission to the school in the coming school year.
  - 2.2 Applicants who are the first girl in the family to transfer to secondary education. This criterion includes "only" children, and the Board of Governors will treat twins (or other multiples) as joint eldest.

Applicants who consider that this criterion applies to them (as the “first” girl in the family to transfer to secondary education), must provide a verifying letter written on headed notepaper, and signed by one of the following, who is not a member of the applicant’s family:

- Primary school principal
- Family doctor
- Solicitor
- Parish priest/member of clergy who is known to the family

The verifying letter must be uploaded with the Transfer Application.

2:3 In the event of over subscription in any one criterion when applied in the order set, the selection of available places will be carried out using a method of random selection. The following random selection process will be applied in the event of over subscription in any of the criteria listed based on the initial letter of the pupil’s surname as stated on her long birth certificate in the order set below.

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

The order was determined by a random selection and witnessed by an independent adjudicator. In the event of surnames beginning with the same initial letter, the subsequent letters of the surnames will be used in alphabetical order. In the event of two identical surnames, the alphabetical order of the initials of forenames will be used. In the event of the forenames beginning with the same initial letter, the subsequent letters of the forenames will be used in alphabetical order.

If, after this process, any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

When considering which applicants should be selected for admission, the Selection Committee of the Board of Governors will only take into account information which is detailed on the Transfer Application. Parents/Guardians should therefore ensure that all information pertaining to their child and relevant to the school’s admissions criteria is uploaded with the Transfer Application. Examples of such information; whether the child has another girl of the family enrolled in the school/first girl in the family to transfer to secondary education. A copy of the long birth certificate must be uploaded with your daughter’s application in order to verify legal name and date of birth.

\*A “girl of the family” is regarded as a “child of the family”, as defined by DE in Circular 2022/15

#### **DUTY TO VERIFY**

It is the sole responsibility of parents/guardians to ensure that the Transfer Application is completed correctly and that all information relating to claims for Special Circumstances or Special Provision is attached to the Transfer Application. Failure to provide information within the deadlines set by the Board of Governors can result in the withdrawal of a place and the inability of the Board of Governors to offer the applicant a place.

Parents/Guardians are advised to retain original documents in the event that are requested by the Board of Governors.

*Applicants should note that where an address contained within an application qualifies it for admission, then that information will be verified. The Board of Governors reserves the right to require such supplementary evidence as it may determine to support or verify information on any Transfer application.*

*To enable the Board of Governors to verify an address, all applicants will be required to provide any **two** of the following documents: A request for this information will be issued by the Board of Governors in writing at the time of an applicant being offered a place in the school.*

- *a bank or building society statement which shows the address at which the child is resident;*
- *a utility bill (for instance electricity, gas, Television Licence, telephone) which shows the address at which the child is resident;*
- *a 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*

*The provision of false or incorrect information, or the failure to provide information within the deadlines set by the Board of Governors, can result in the withdrawal of a place and the inability of the Board of Governors to offer the applicant a place. The provision of the relevant verifying documents is the sole responsibility of the parents/guardians.*

### **WAITING LIST POLICY**

A waiting list consisting of applications on behalf of girls who have sought admission but have been unsuccessful will operate following the conclusion of the Transfer Process 17 May 2023. Applicants will be ranked according to the Year 8 Admissions Criteria. Should a place become available the place will be offered to applicants in the order that they appear on the waiting list. The Waiting List will be held open until 30 June of the year following application when the Waiting List is deemed to have lapsed.

### **NUMBERS OF APPLICATIONS AND ADMISSIONS**

| <b>Year</b>       | <b>Admissions No.</b> | <b>Total Applications<br/>All Preferences</b> | <b>Total<br/>Admissions</b> |
|-------------------|-----------------------|---|-----------------------------|
| <b>2020/21</b>    | 96                    | 118   | *98                         |
| <b>2021 /22</b>   | 96                    | 129   | *101                        |
| <b>2022 /2023</b> | 96                    | 144   | *102                        |

\*includes statemented pupils admitted and temporary variation

**A voluntary contribution of £75 per student /£150 per family, per annum, is payable by all students.**

### **Criteria for admission to Year 9 onwards**

Available on request from the school