

LORETO GRAMMAR SCHOOL

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Principal: Mrs G T O’Hanlon
Chairperson of the Board of Governors: Ms Mary Murnaghan

Voluntary Grammar School

Girls
Age Range 11 – 18
Admissions No: 125
Enrolment No: 890
Roll: 880

Loreto Grammar School, Omagh, is a Catholic Grammar School for girls. This school wishes to accept girls who are most academically suitable for the type of education it offers and whose parents/guardians are in agreement with the Philosophy and Aims of the school.

Following the approval by the Department of Education of Development Proposal 459 – To discontinue academic selection by Loreto Grammar School Omagh for its Year 8 intake, on a phased basis – admission to the school to Year 8 in September 2020 will be via two routes.

Route 1 – Academic Selection Route 2 – Non-academic Selection. Applicants can apply for both sets of admission routes.

In accordance with the 1997 Education Northern Ireland Order (Section 16 (4)) Loreto Grammar School, Omagh 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.

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

The Board of Governors sets the admissions criteria and has delegated the responsibility for applying these criteria and the Special Circumstances Protocol to the Transfer Sub-Committee which includes the Principal.

Open Night – 22 January 2020 at 5:30 – 8:30pm

To Parents/Guardians naming **Loreto Grammar School, Omagh** as a Preference on your child’s Transfer Form

Admission to the school to Year 8 will be via two routes. Applicants can apply for both sets of admission routes.

Route 1 – Academic Selection will apply to a maximum of 94 places. This route will be considered first with places allocated on the basis of GLA Entrance Assessment scores as detailed below.

Route 2 – Non-academic Selection will apply to the remaining places being a minimum of 31 places.

After places have been allocated from Route 1 according to the admissions criteria for Route 1 all remaining applicants will be considered for admission via Route 2 along with any other applicants who wish to be considered for admission only by Route 2. The final 31 places will be selected from the total number of applicants using the admissions criteria for Route 2.

Special Circumstances and Special Provisions. (Route 1)

The following information is relevant if you are making a claim for your daughter to be considered under Special Circumstances and Special Provisions. All claims for Special Circumstances and Special Provision will be considered before the Transfer Sub-Committee begins to apply the admissions criteria.

Special Circumstances (Route 1) - which may have affected performance in the GLA Entrance Assessment.

Girls will be admitted strictly according to the combined Standardised Age Score achieved in the GLA Entrance Assessment subject only to the consideration of **medical or other problems** which may have affected their performance in the GLA 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 **PPTC Entrance Assessment: Access Arrangements Policy and Special Circumstances Policy** available from Loreto Grammar School, Omagh or its website. Parents/Guardians should carefully read these policy documents along with the guidance provided in the **Claiming Special Circumstances Pack** available from the school and its website.

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 Transfer Sub-Committee may take into account the fact that the child was granted Access Arrangements or could have been granted Access Arrangements for those matters.

The Transfer Sub-Committee will consider each claim for Special Circumstances on the basis of the evidence presented by parents/guardians on the SC1 form which must be attached to the EA Transfer form before deciding whether the score achieved in the GLA Entrance Assessment should be adjusted. The Board of Governors will employ a Special Circumstances Protocol to adjust scores. A copy of this protocol is available on request from the school.

1. Notification of the claim for Special Circumstances must be registered at **Loreto Grammar School, Omagh on or before Friday 13 December 2019 by 2.00 pm** using **Form SCR**. This form is in the Special Circumstances Pack available from the school.
2. Full details about the claim for Special Circumstances must be provided on **Form SC1**, also available from the school. The SC1 Form with supporting documentary evidence should be attached to the Transfer Form before it is sent to the Education Authority Post Primary Admissions Office by the Primary School Principal in February 2020.

3. Where claims are not registered **by Friday 13 December 2019 at 2.00 pm** and/or are not supported by the required and verified documentary evidence, as described in the guidance material available from Loreto Grammar School, Omagh, the Transfer Sub-Committee may exercise its discretion in considering such claims.

• **Evidence required with a claim for Special Circumstances**

Parents/Guardians should refer to the **PPTC Entrance Assessment: Access Arrangements Policy and Special Circumstances** and other guidance information available from Loreto Grammar School, Omagh in the "Claiming Special Circumstances" Pack. Every claim for Special Circumstances must have supporting evidence which includes **both**:

- (a) details of the medical or other problems which occurred just before or at the time of the GLA Entrance Assessment with verification by an appropriate professional, and
- (b) verifiable educational evidence to show that the combined Standardised Age Score achieved in the GLA Entrance Assessment does not correspond to the academic ability of their daughter because she experienced medical or other problems just before or at the time of the GLA Entrance Assessment.

• **Details of Medical or Other Problems**

If parents/guardians are claiming that their daughter's performance in the GLA Entrance Assessment has been adversely affected by a medical or other problem, independent evidence of its existence must be provided to the Transfer Sub-Committee of Loreto Grammar School, Omagh.

Where the problem is of a medical nature of short duration parents/guardians must provide evidence that their daughter was examined by a medical practitioner just before or at the time of the GLA Entrance Assessment and the results of that examination. These details should be provided on the headed notepaper of their child's doctor and signed by the doctor. If the medical problem is other than of a short duration, parents/guardians must ask the doctor to provide a letter on headed notepaper which explains the medical condition and how it could have affected their daughter in the GLA Entrance Assessment.

Where the problem is of a non-medical nature, parents/guardians must provide documentary evidence of its existence and its effect on their daughter.

Educational Evidence

All claims for Special Circumstances must include objective and relevant educational evidence to show that the medical or other problem experienced by the child at or around the time of the GLA Entrance Assessment caused her to underachieve in the GLA Entrance Assessment. Parents/Guardians are responsible for providing this educational evidence which must be sufficient to enable the Transfer Sub-Committee of the Board of Governors to reach a decision on any adjustment to the combined Standardised Age Score achieved by their daughter in the GLA Entrance Assessment.

Parents/Guardians should provide all of the results from their daughter's school administered standardised tests in English/Literacy and Mathematics/Numeracy which she has taken since the beginning of the Key Stage 2 period. Parents/Guardians may include their daughter's school reports for P5 and P6 if they show the results of standardised tests. All standardised tests should be named.

Parents/Guardians should record this information in the tables provided on the reverse side of the SC1 Form (included in the Claiming Special Circumstances Pack). If possible parents/guardians should ask the Principal of their daughter's primary school to sign the form as verification of the accuracy of the results they have recorded.

Some of these results may have been provided by the child's Primary School on previous school reports. If parents/guardians are using results from their daughter's school reports in support of their claim, the reports should be stapled to the Transfer Form.

If parents/guardians are not able to have their daughter's results verified by the Primary School Principal signing the SC1 Form, then they should provide their child's Primary School with a written request for the results required to complete the SC1 Form. Parents/Guardians are entitled to receive all of the information they need from the Primary School.

Parents/Guardians rights to this information is legislated for by:

- Education (Pupil Records and Reporting) Regulations (Northern Ireland) 2009
- Data Protection Act 1998

If the Primary School Principal does not sign the SC1 Form parents/guardians should write to their daughter's Primary School requesting the information needed to complete the SC1 Form quoting this legislation and ask that it is authenticated by the Principal's signature and the school stamp. A sample letter is provided in the Claiming Special Circumstance Pack. A copy of this letter should be retained.

When parents/guardians obtain this information, they should transfer the results to the SC1 Form and attach the original letter from the Primary School to the SC1 Form as documentary evidence of verification of these results by their child's Primary School.

Parents/Guardians may provide any other appropriately verified educational evidence, for example results of standardised reading tests, spelling tests, verbal or non-verbal reasoning tests for the consideration of the Transfer Sub-Committee of the Board of Governors by attaching reports to the Transfer Form and space has been provided on the SC1 Form to record such information.

All of the documentary evidence gathered by parents/guardians to support the claim for Special Circumstances must be original documentations. Photocopies cannot be accepted by the Transfer Sub-Committee of the Board of Governors as sufficient for verification.

Gathering the documentary evidence, as described, is vital to allow the Transfer Sub-Committee to give full consideration to a claim for Special Circumstances. The onus to provide the documentary evidence is with the parent/guardian and the required information is clearly set out on the SC1 Form.

The submission of false or incorrect information will result in either the withdrawal of a place or the inability of the school to offer a place.

Special Provision (Route 1)

The following information is relevant if you are making a claim for your daughter to be considered under Special Provision.

Special Provision may be made by the Board of Governors for girls who:

- are transferring from Primary Schools outside Northern Ireland; or
- have received more than half of their Primary education outside Northern Ireland; or
- have had their educational provision to date 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 GLA Entrance Assessment or the GLA Supplementary Assessment.

To apply for Special Provision, parents/guardians must complete Form SP1 which is available from the school or its website. It is the responsibility of parents/guardians to ensure the SP1 Form is completed, to obtain all supporting documentary evidence and attach it to the form and to ensure all information is submitted to the Education Authority Post Primary Admissions Office at the correct time.

For girls in primary schools in Northern Ireland Form SP1 must be attached to the Transfer Form, together with supporting documentary evidence before it is sent to the Education Authority Post Primary Admissions Office by the Primary School Principal in February 2020. For all other applicants, parents/guardians should complete the SP1 Form and contact the Education Authority Post Primary Admissions Office to complete the Transfer Form and attach the SP1 Form.

A **copy** of the SP1 Form should be sent directly to Loreto Grammar School, Omagh by Monday 2 March 2020. Further guidance on applying for Special Provision is provided with the SP1 Form available from Loreto Grammar School, Omagh or its website.

The Transfer Sub-Committee will examine each application for Special Provision and

1. Decide if a girl is eligible for Special Provision;
2. If eligible, determine a score for the girl, based on the assessment of all available educational evidence. Parents/Guardians may provide any appropriately verified educational evidence, for example results of standardised reading tests, spelling tests, verbal or non-verbal reasoning tests for the consideration of the Transfer Sub-Committee. The Board of Governors may also require the girl to undertake a standardised assessment test, arranged by the School.

The score following consideration of Special Provision as detailed above, will determine the position of the girl in the rank order of all Route 1 applications.

It is the responsibility of parents/guardians to ensure that information relating to Special Provision, or Special Circumstances, 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 available from Loreto Grammar School, Omagh. Parents/Guardians are responsible for the verification of all of the information provided to the Transfer Sub-Committee of Loreto Grammar School, Omagh.

If parents/guardians require further assistance they should not hesitate to contact the school.

ADMISSIONS CRITERIA 2020 FOR YEAR 8 AND AFTER THE BEGINNING OF THE SCHOOL YEAR

The Transfer Sub-Committee will consider applications claiming Special Circumstances and applications for Special Provisions before the application of any of the Admissions Criteria. Each claim for Special Circumstances will be considered on the basis of the evidence presented by the parents/guardians before deciding whether the score achieved in the GLA Entrance Assessment should be adjusted. Adjustments will be made according to the Special Circumstances Protocol employed by the Board of Governors. It is the responsibility of parents/guardians to ensure that all the information in support of their claim is given or appended to the child's Transfer Form and that it is accurate and can be verified.

Route 1- Academic Selection will apply to a maximum of 94 places. This route will be considered first.

Entrance Test Results

In assessing academic ability Loreto Grammar School, Omagh will use the Standardised Age Score achieved by pupils completing the GLA Entrance Assessment on Saturday 16 November 2019 or the supplementary GLA Entrance Assessment on Saturday 7 December 2019 as specified by the School or any adjusted score using the Special Circumstances Protocol following application for Special Circumstances or a score determined as a result of Special Provision. In **Section C** of the **Transfer Form** parents/guardians must state the Standardised Age Score achieved and attach to the Transfer Form a copy of the statement of results which they receive on Saturday 25 January 2020.

The Board of Governors has determined that if the number of applicants for admission via Route 1 is greater than 94 then the following criteria will be applied sequentially in the order set down to admit a maximum of 94 girls to the school.

1. Applicants in rank order of achievement based on the combined Standardised Age Score achieved in the GLA Entrance Assessment set by the school or scores as determined by the Board of Governors in respect of Special Circumstances or Special Provision. Higher scores will precede lower scores.
2. If there are more applicants with a particular combined Standardised Age Score than places remaining then girls with that score will be selected according to the following criteria applied sequentially in the order set down below until all available places in this route are allocated:
 - 2.1 Girls who at the date of their application have another girl of the family currently enrolled at the school or have been selected for admission to the school in the coming school year.
 - 2.2 Girls who are the first girl in the family eligible to transfer to mainstream Post-Primary education.
 - 2.3 Girls who are the **eldest** according to birth date as entered on the birth certificate with the **eldest** being admitted first. This criterion will alternate between youngest and eldest in subsequent years.
 - 2.4 In the event of two or more girls having the same date of birth and thereby tied for the last available place, the school will use Computerised Random Selection in order to allocate that place.

Route 2 –Non-academic Selection will apply to the remaining places being a minimum of 31

Girls who apply for selection via Route 1, but do not obtain a place, will automatically be considered with applicants who have applied via Route 2. If the number of applicants for Route 2 exceeds the number of available places, then the following criteria will be applied sequentially in the order set down below until all available places in this route are allocated:

- 3.1 Girls who name Loreto Grammar School as 1st Preference on the Transfer Form.
- 3.2 Girls who at the date of their application have another girl of the family currently enrolled at the school or have been selected for admission to the school in the coming school year.
- 3.3 Girls who are the first girl in the family eligible to transfer to mainstream Post-Primary education.
- 3.4 Girls who are the **eldest** according to birth date as entered on the birth certificate with the **eldest** being admitted first. This criterion will alternate between youngest and eldest in subsequent years.
- 3.5 In the event of two or more girls having the same date of birth and thereby tied for the last available place, the school will use Computerised Random Selection in order to allocate that place.

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 any application form or Transfer Form. Original documents are required and not facsimiles or photocopies.

It is the responsibility of parents/guardians to ensure:

- The Transfer Form is correctly completed.
- Any claim for Special Circumstances or Special Provision is properly documented as described in detail above and in guidance documentation provided by the school.
- The provision of any required verification documents within specified deadlines.

The submission of false or incorrect information or the failure to provide any requested verifying documents within the deadline set by Loreto Grammar School, Omagh will result in either the withdrawal of a place or the inability of the school to offer a place. Parents/Guardians are advised to retain a copy of all documentation.

Year 8 Waiting List Policy: Applications made for a particular academic year will be considered only for entry in that year.

Thereafter, applicants will be required to make a new application for any subsequent year.

Any student who has not initially gained a place in Year 8 will automatically remain on the Year 8 Waiting List.

In the event of a place becoming available following the beginning of the school year the criteria for entry via Route 2 will be applied to award the place.

NUMBERS OF APPLICATIONS AND ADMISSIONS

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2017/18	125	153	126
2018/19	125	146	129
2019/20	125	171	128

ADMISSIONS CRITERIA FOR YEAR 9-12: The Admission Criteria for Years 9 – 12 is available in the School Prospectus or from the school office on request.