

LORETO GRAMMAR SCHOOL

James Street

Omagh

Co Tyrone BT78 1DL

Telephone: 028 8224 3633

Fax: 028 8225 1143

Email: info@loretogs.omagh.ni.sch.uk

Principal: Mrs S Cullinan

Chairperson of the Board of Governors: MsMary Murnaghan

Voluntary Grammar School

Girls

Age Range 11 – 18

Admissions No: 125

Enrolment No: 890

Roll: 890

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, admission to the school to Year 8 in September 2024 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.

Open Night – 25 January 2024

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

A voluntary subscription of £70.00 per student per annum is requested with concessions for families - £70 for 1 child, £120 for 2 children and £150 for 3 or more children.

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 to the Transfer Sub-Committee which includes the Principal.

ADMISSIONS 2024

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 62 places. This route will be considered first with places allocated on the basis of the Total Standardised Age Score in the SEAG Entrance Assessment.

Route 2 – Non-academic Selection will apply to the remaining places being a minimum of 63 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 applied to be considered for admission only by Route 2. The final 63 places will be selected from the total number of applicants using the admissions criteria for Route 2.

The allocation of 62/63 places for Routes 1/2 will alternate in successive years for the duration of 50% Academic Selection / Non-academic Selection.

ROUTE 1 – Academic Selection

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

Detailed information is available on www.loretogs.com

Parents/Guardians should carefully read this guidance.

Special Circumstances (Route 1)

This is relevant to children who have taken the SEAG Entrance Assessment and received a score on the basis of having sat **both** assessment papers.

An application for a School to apply Special Circumstances may be made if medical or other problems affected a pupil’s performance in the SEAG Entrance Assessment.

On **27th January 2024**, results of the SEAG Entrance Assessment will be available and parents / guardians will be able to consider whether their child's performance in the assessment was adversely affected by the medical or other problems which she experienced just before or during the SEAG Entrance Assessment.

If a parent / guardian decides to proceed with a claim for Special Circumstances, they should complete an **SC Form** and upload details of their claim and the supporting evidence to the Education Authority (EA), through completion of the Post-Primary Transfer Application or attach to the Transfer Application Form in circumstances where a parent is unable to complete an online application.

Before parents / guardians submit the Post-Primary Transfer Application, they should ensure that:

- the outcomes achieved in the SEAG Entrance Assessment by their child have been recorded in the Application.
- the results information for their child which was downloaded from the dashboard from the SEAG website (seagni.co.uk) is uploaded with the Post-Primary Transfer Application or attached to the Transfer Application Form.
- the completed SC Form and all of the documentary evidence is securely uploaded with the Post-Primary Transfer Application or attached to the Transfer Application Form.

Parents / Guardians are advised to retain a copy of the SC Form and the documentary evidence they uploaded with the Post-Primary Transfer Application or attached to the Transfer Application Form.

Evidence required with a claim for Special Circumstances

Claims for Special Circumstances must have supporting evidence which usually includes **both**:

- a. details of the medical or other problems which occurred just before or during the Entrance Assessment with verification by an appropriate professional;
- b. verifiable educational evidence to show that the Total Standardised Age Score (TSAS) achieved in the SEAG Entrance Assessment does not correspond to the academic ability of the child because she experienced medical or other problems just before or during the time of the Entrance Assessment.

Medical or Other Problems

If the medical problem is other than of a short duration, parents/guardians must ask the **medical practitioner or appropriate professional** to provide a letter on headed notepaper which explains the medical condition and how it could have affected their child in the SEAG Entrance Assessment.

Where the problem is of a non-medical nature, parents/guardians must provide documentary evidence, verified by an appropriate professional, of its existence and its effect on their child.

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 SEAG Entrance Assessment caused her to underachieve in the SEAG 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 Total Standardised Age Score achieved by their child in the SEAG Entrance Assessment.

Parents/Guardians should provide all of the results from their child'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 child's school reports for P5 and P6 if they show the results of standardised tests. All standardised tests should be named.

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 child's school reports in support of their claim, the reports should be uploaded with the Post-Primary Transfer Application or attached to the Transfer Application Form.

Parent/Guardian rights to this information is legislated for by:

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

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 uploading reports with the Post-Primary Transfer Application or attaching to the Transfer Application Form.

Providing the documentary evidence, as described, is the responsibility of the parent/guardian and is vital to allow the Transfer Sub-Committee to give full consideration to a claim for Special Circumstances.

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

1. Decide if the child is eligible for Special Circumstances;
2. If eligible, determine a score for the child, based on the assessment of all available evidence.

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

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.

For guidance on how to upload documentary evidence to support the claim for Special Circumstances, see www.loretogs.com

Special Provisions (Route 1)

A candidate may request Special Provisions, where the candidate:

- i. has received more than half of their education** outside Northern Ireland; or
***based on the time from the start of Primary 1 (1st September 2017) to the 28th February 2024 i.e. more than 3 years and 3 months.*
- ii. wishes to transfer to a post-primary school that uses the SEAG Entrance Assessment from a school outside Northern Ireland; or
- iii. due to serious medical or other problems which are supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence, was EITHER unable to sit the SEAG Entrance Assessment OR has an estimated outcome because they only sat one of the two Entrance Assessment papers.

Making a claim for Special Provisions

If Parents / Guardians are making a claim for **Special Provisions** on the grounds that their child fulfils **criteria (i)** above, they should obtain a letter on school headed notepaper from their child's current primary school, signed by the school Principal, which shows the total dates of their child's education within Northern Ireland.

If making a claim for **Special Provisions** on the grounds that your child fulfils **criteria (ii)** above, they should obtain a letter on school headed notepaper from their child's current primary school, signed by the school Principal, which confirms their child's home address outside Northern Ireland.

If making a claim for **Special Provisions** on the grounds that their child fulfils **criteria (iii)** above, they should provide a letter from their child's GP or Medical Consultant or another appropriate professional indicating the nature of the serious medical problems or reason for the absence and/or how it prevented their child from sitting the SEAG Entrance Assessment or from taking either Paper 1 or Paper 2.

Parents / Guardians who decide to proceed with a claim for Special Provisions should complete an **SP Form** and upload details of their claim and the supporting evidence to the Education Authority (EA), through completion of the Post-Primary Transfer Application or by attaching to the Transfer Application Form.

Educational Evidence

The following are examples of the type of educational evidence considered appropriate:

- (i) your child's performance in English (or Irish in Irish-medium schools) and Mathematics in standardised tests.
- (ii) your child's relative performance in English (or Irish in Irish-medium schools) and Mathematics in relation to other pupils in her class. This could take the form of results in internal school tests, transfer practice papers and standardised tests from the beginning of KS2 compared to the results for the same tests of all other unnamed members of the P7 class.

If the school decides that further assessment of educational evidence is required, the school will arrange an agreed date for this assessment. The assessment will be administered by a suitably qualified person and you will receive a report on your child's assessment outcomes. Please note, that this report may be shared with other schools listed on the post-primary transfer application form.

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

- 3. Decide if the child is eligible for Special Provisions;
- 4. If eligible, determine a score for the child, based on the assessment of all available educational evidence.

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

For guidance on how to upload documentary evidence to support the claim for Special Provisions, see www.loretogs.com

It is the responsibility of parents/guardians to ensure that information relating to Special Provisions, or Special Circumstances, or indeed information regarding the existence of any other relevant factor(s), is given on or appended to the child's Post-Primary Transfer Application as described.

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.

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

ADMISSIONS CRITERIA 2024 FOR YEAR 8 AND AFTER THE BEGINNING OF THE SCHOOLYEAR

Route 1- Academic Selection will apply to a maximum of 62 places. This route will be considered first.

SEAG Entrance Assessment Results

In assessing academic ability, Loreto Grammar School, Omagh will use the **Total Standardised Age Score** achieved by pupils completing the SEAG Entrance Assessment on Saturday 11 November 2023 and Saturday 25 November 2023, or any adjusted score following application for Special Circumstances, or a score determined as a result of Special Provisions.

Parents/Guardians must state the Total Standardised Age Score achieved and attach a copy of the statement of results which they receive on Saturday 27 January 2024 to the Post-Primary Transfer Application.

The Board of Governors has determined that if the number of applicants for admission via Route 1 is greater than 62 then the following criteria will be applied sequentially in the order set down to admit 62 girls to the school.

- 1.1 Applicants in rank order of achievement based on the Total Standardised Age Score achieved in the SEAG Entrance Assessment set by the school or scores as determined by the Board of Governors in respect of Special Circumstances or Special Provisions. Higher scores will precede lower scores.**
- 1.2 (i) If there are more applicants with a particular Total Standardised Age Score than places remaining, then these applicants will be selected on the basis of the initial letter of the surname as it appears on the birth certificate, in the order set out below:**

S C B O Q J O' R F H T K M X L N E U I Z W Mac A Y Mc D P G V

The order was determined by a random selection of initial letter/component of surname (Mac/Mc/O'). In the event of surnames beginning with the same initial letter the subsequent letters of the surname will be used in alphabetical order (a,b,c...). In the event of two identical surnames the alphabetical order of the initial letter of the forename, as it appears on the birth certificate, will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forename will be used in alphabetical order. Only the first forename will apply.

(ii) If applicants have identical surnames and forenames, they will be placed in rank order of the eldest child by date of birth as stated on their birth certificate and admitted in this order. The priority of eldest/youngest child will alternate in subsequent years.

- 1.3 If, after 1.2 (i) and 1.2 (ii) any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.**

Route 2 –Non-academic Selection will apply to the remaining places being a minimum of 63.

Applicants 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.

- 2.1 Applicants who name Loreto Grammar School as 1st Preference on the Transfer application.**
- 2.2 Applicants who, at the date of application, have a child of the family* currently enrolled at the school.**
**The phrase "child of the family" includes e.g. 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; An adopted or fostered child; A child looked after; A situation where for example an orphaned cousin is being brought up with a family or individual.*

The child should be a child of the family as at the date of application.

2.3 Applicants who, at the date of application, are the first child of the family to be eligible to apply for admission to Loreto Grammar School, Omagh.** This criterion includes:

- (i) A child who has an older sibling who could not attend mainstream Post-Primary school, for example who attends a special school.
- (ii) A child whose family has moved residence and who is the first child in the family eligible to apply for admission to Loreto Grammar School, Omagh.

****** *The phrase "first child in the family" includes twins, or other multiple births.*

Documents which may be used to verify first child or sibling relationships* include:

*A letter from a member of the Clergy, Solicitor, or Public Servant such as a Health or Education professional directly involved with the family. The letter *should be on headed paper and attached to the Transfer Application/Application Form.*

2.4 Applicants who, at the date of application, are a Child Looked After:

- (i) Child Looked After is defined by the Children (NI) Order 1995 as children "who are in the care of a Trust or who are provided with accommodation by a Trust."
- (ii) Accommodation may be in a residential home, residential school, foster placement or in a family placement with a relative or occasionally at home.

2.5 In the event of over subscription in any one of the criterion 2.1, 2.2 or 2.3 or 2.4, when applied in the order set, the selection of available places will be carried out using the following method of random selection:

- (i) **Applicants will be selected on the basis of the initial letter of the surname as it appears on the birth certificate, in the order set out below.**

S C B O Q J O' R F H T K M X L N E U I Z W Mac A Y Mc D P G V

The order was determined by a random selection of initial letter/component of surname (Mac/Mc/O'). In the event of surnames beginning with the same initial letter/component the subsequent letters of the surname will be used in alphabetical order (a,b,c...). In the event of two identical surnames the alphabetical order of the initial letter of the forename as it appears on the birth certificate, will be used. In the event of forenames beginning with the same initial letter the subsequent letters of the forename will be used in alphabetical order. Only the first forename will apply.

- (ii) **If applicants have identical surnames and forenames, they will be placed in rank order of the eldest child by date of birth as stated on their birth certificate and admitted in this order. The priority of eldest / youngest child will alternate in subsequent years.**

2.6 If, after 2.5(i) and 2.5 (ii) any applicants still tie for a final place, the place(s) will be allocated by random computerised selection.

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

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 within any Post-Primary Transfer Application/ Transfer Application Form.

It is the responsibility of parents/guardians to ensure:

- The Post-Primary Transfer Application is correctly completed.
- Any claim for Special Circumstances or Special Provisions 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.

Any one of the following documents can verify child’s age or name.

- Child’s Birth Certificate;
- Letter awarding Child Benefit to the child or another letter relating to this benefit;
- Child’s Medical Card;
- Child’s passport;
- Child’s adoption certificate.

If the requested evidence is not provided with the Post-Primary Transfer Application or to Loreto Grammar School, Omagh by the deadline specified by the Board of Governors, this will result in the withdrawal of an offer of a place or the inability of the school to offer a place. Similarly, the submission of false or incorrect information, or information which appears to be false or misleading in any material way 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
2021/22	125	173	136*
2022/23	125	149	127*
2023/24	125	118	117*

**Total admissions include stated pupils and / or pupils admitted following an appeal.*

ADMISSIONS CRITERIA FOR YEAR 9-12

The Admission Criteria for Years 9 – 12 is available in the School Prospectus or from the school of