

Loreto Grammar School Omagh
Transfer Sub-Committee
2023-24

This protocol will be used by the Transfer Sub Committee of the Board of Governors in dealing with applications for Special Circumstances arising from the Transfer Procedure for admission of applicants in September 2024.

SPECIAL CIRCUMSTANCES PROTOCOL

In deciding whether or not to upgrade a candidate who appeals for consideration under Special Circumstances, the admissions panel will have regard to the procedures published in the Admissions Criteria issued to parents and undertake the following process:

The panel will examine all evidence submitted.

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 during the SEAG Entrance Assessment with verification by an appropriate professional, and
- 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.

The panel will consider if the child would have achieved a higher mark score than that attained on the day(s) of the Entrance Assessment in either English / Irish or Mathematics, or both. Where the panel have decided that the application merits an adjustment in scores, the panel will award a mark to the top of the confidence band according to the table published below and taking into account the nature of the special circumstances claimed by each individual.

Standardised score range in English / Irish	Add Max.	Standardised score range in Mathematics	Add Max.
69 - 78	10	69-81	9
79 - 88	9	82-94	8
89 - 99	8	95-105	7
100 -111	7	106-118	6
112-121	6	119-130	5
122 - 132	5	131-141	4
133 -141	4		

Consideration of any adjustment to standardised mark scores within these confidence bands may be applied to either or both of the SEAG Entrance Assessment Scores attained, and applied to either or both SEAG Entrance Assessment Dates, depending upon the educational evidence available from the applicant.

Maximum	9, 10	8, 9	7, 8	6, 7	5, 6	5	4
Significant	7, 8	6, 7	5, 6	5	4	4	3
Some	4, 5, 6	4, 5	3, 4	3, 4	3	3	2
Minimum	1,2, 3	1, 2, 3	1, 2	1, 2	1, 2	1, 2	1

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Candidates will be eligible for special consideration if performance in the assessment is affected by adverse circumstances beyond their control such as:

- Bereavement of immediate family member, relative or close friend at the time of the assessment.
- Terminal, chronic, serious or temporary illness of a parent/carer/guardian or sibling.
- Illness of the candidate at the time of the assessment
- Flare-up of severe congenital condition experienced by the candidate such as epilepsy, diabetes, severe asthmatic attack;
- Accident/injury at the time of the assessment experienced by the candidate;
- Recent trauma experienced by the candidate;
- Serious and disruptive domestic crisis arising at the time of the assessment;
- serious disturbance during the assessment;
- accidental events such as being given the wrong or a defective paper;
- failure by the school to implement previously agreed access arrangements.

The **maximum** allowance will be reserved for **exceptional circumstances** where an illness, bereavement or event impacted on the child at the time of the assessment, based on the medical and/or other evidence clearly presented by the parents/guardians. The merit of this category of allowance will be based on the opinion of the Board of Governors.

A **significant** adjustment may be made for **very serious circumstances** where an illness, bereavement or event impacted on the child at the time of the assessment, based on the medical and/or other evidence clearly presented by the parents/ guardians. The merit of this category of allowance will be based on the opinion of the Board of Governors.

Some alteration of marks may be made for **serious circumstances** where an illness, bereavement or event impacted on the child at the time of the assessment, based on the medical and/or other evidence clearly presented by the parents/ guardians. The merit of this category of allowance will be based on the opinion of the Board of Governors.

Minimum adjustment marks may be made for **special circumstances** where an illness, bereavement or event impacted on the child at the time of the assessment, based on the medical and/or other evidence clearly presented by the parents/ guardians. The merit of this category of allowance will be based on the opinion of the Board of Governors.

Candidates may **NOT** be eligible for special consideration if preparation for or performance in the assessment is affected by:

- disturbance in the examination caused by the candidate such as bad behaviour, mobile phones etc; or any disturbance which affects all candidates;
- the consequences of disobeying the centre's internal regulations;
- misreading the timetable and/or failing to attend at the right time and in the right place;
- misreading the instructions of the question papers;
- family arrangements such as a wedding or holiday arrangements which conflict with the assessment date;
- domestic inconvenience, such as moving house, lack of facilities, taking holidays at the time of the assessment;
- failure without good excuse to request access arrangements on time;
- adverse weather conditions.