

Our Lady's Grammar School

Convent of Mercy

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Principal: Mrs Fiona McAlinden BSc(Hons), PGCE, MEd, PQH(NI)

Chairperson of the Board of Governors: Sr M. Frances Connolly

Voluntary Grammar Girls

Age Range: 11-18

Admissions Number: 148

Enrolment Number: 860

OPEN EVENING INFORMATION

Due to ongoing Covid-19 restrictions, Our Lady's Grammar School is unable to host its annual Open Evening.

A Virtual Open Day will be hosted via the school website in January 2021.

School Fee: £70 per annum (under review)

Respective functions of the Board of Governors and Principal in relation to Admissions to the school

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

ADMISSIONS POLICY 2021-2022

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.

Our Lady's Grammar School previously used the outcomes of **GL Entrance Assessment** as the basis of selection of P7 pupils for admission.

The Board of Governors considered the impact of school closures on our local community as a result of the ongoing Covid-19 pandemic and recognised there has been disruption to the education of pupils since March 2020.

The Board of Governors agreed, in light of the current Covid-19 circumstances and for one year only, that academic admissions criteria will **not** be used for the academic year 2021-22. As a result, Our Lady's Grammar School will **not** use outcomes from GL Entrance Assessment as part of its Admissions Criteria for the academic year 2021-22. Pupils applying will **not** be required to provide a GL Entrance Assessment result.

Our Lady's 's Admissions Criteria for the 2021-22 academic year has been amended accordingly and is now based on Our Lady's 's sub-criteria from previous years.

Careful consideration was given to the decision to temporarily remove the academically selective element for the academic year 2021-22. Our Lady's Grammar School remains committed to its own ethos and academic focus on high quality teaching and learning. Those who would normally apply to be admitted are encouraged to continue to do so.

When considering which children can be selected for admission, the Board of Governors will only take into account information which is included on or submitted with the Transfer Application. All relevant information that might qualify a pupil for a school's published admissions criteria must be included. **It is the responsibility of parents to ensure that this information is provided and that it is both complete and accurate before submitting with the Transfer Application.** Examples of such information include whether the child has or had a sibling (state name of sibling) at the school or whether the mother was a past pupil of the school (state maiden name, if applicable, and dates when mother attended).

(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.)

ADMISSION CRITERIA 2021-2022

1. All girls who have applied to be admitted to Our Lady's Grammar School.
2. If there are more girls who have applied than places available 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).

If there are more applicants who satisfy any one of the Sub Criteria (i)-(vii) when they are being applied in the order of priority as set down above than there are places available, applicants within that sub-criterion will be ranked for acceptance on the basis of a computer-based process which will make use of the names of applicants as shown on their Transfer Applications.

The process is carried out by means of a computer program which, for each applicant, generates a ranking number using the details from the Transfer Application as the seed for a random number generator. The outcome, for any given applicant, is dependent only on the applicant's name (as written on the Transfer Application), and is not affected by the details of any other applicant. Although the process is repeatable, and the results may therefore be subsequently verified, it is not possible to predict, in advance of running the program, what the result will be for any given set of details. Applicants with the lowest ranking numbers will be given places up to the number of places available. This will be witnessed by the Principal and two members of the admissions sub-committee of the Board of Governors.

Twins and children of other multiple births

Where twins and other children of multiple births are participants in the computer based process of determining rank order as described above, the procedure will be conducted as set out but, on completion of the computer process, the ranking number of the second and any subsequent girl of the multiple birth will be changed to that number immediately after the ranking number of the first girl and the ranking number of all other applicants whose ranking was higher than that of the first girl will be changed accordingly as a result.

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 Application or submitted with the Transfer Application by parents/guardians.

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 Application and other necessary documentation is correctly completed;**
- **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 the application not being considered by the Board of Governors and/or the withdrawal of a place in the school.

The Department of Education may, upon request, increase the number of pupils that a school can accept into Year 13. Places that become available in this way shall be allocated only to pupils who meet the basic eligibility criteria for Sixth Form study in Our Lady's Grammar School (*as outlined above*) and shall be allocated in the order determined by the criteria to be applied in the order below:

1. Pupils who have most recently completed Year 12 in Our Lady's Grammar School;
2. Pupils from other schools where admission to an extra place in Our Lady's Grammar School has been agreed by the Department of Education.

*Parents should note how the Department of Education (DE) will, in response to a school's request, increase the school's enrolment number in order to allow an extra post-16 pupil to enrol. DE will first check whether there is another school or schools of the type suitable*** (see below) for that pupil within an hour's journey of where the pupil lives. If there is, DE will then check whether this other school or schools with places available may provide all of the post-16 courses that the pupil wishes to pursue. If these checks find that no other suitable school may provide all of the post-16 courses that the pupil wishes to pursue – then DE will agree a school's request for an extra place.*

*****What is a school of a type that is suitable for a pupil?**

To determine this, DE first considers all schools to be one of 4 types:

- (i) Denominational;
- (ii) Non-denominational;
- (iii) Integrated;
- (iv) Irish-Medium

A school requesting an extra place for a post-16 pupil will belong to one of these 4 types and DE will consider any other school or schools from this same type as suitable for the pupil. DE will also consider as suitable for the pupil any school from the same type as the type of school that the child attended in Year 12.