

MOUNT LOURDES GRAMMAR SCHOOL

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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: 742

Open Night

Wednesday 22nd January 2025 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 band achieved in the SEAG (Schools Entrance Assessment Group) Entrance Assessment.

Please ensure that you upload a copy of the statement of results which you will receive on Saturday 25th January 2025 to the Transfer Application (Documents Section).

SPECIAL CIRCUMSTANCES

Mount Lourdes Grammar School will admit pupils strictly in the order of the Band which they obtain in the Entrance Assessment provided by SEAG, 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 '**Claiming Special Circumstances – A Guide for Parents & Guardians**' document available from the school or its website.

If applying for Special Circumstances, Parents / Guardians must complete the Claim for Special Circumstances Form (SC Form) available from the school or its website and attach it, along with verified supporting documentary evidence, to the Transfer Application (Documents Section).

The Education Authority Post Primary Admissions online portal will close at 12.00 noon on Thursday 20th February 2025.

Full details about the Special Circumstances claim should be provided in the SC Form. This form is available for the school or its website. Please note that it is the responsibility of parents / guardians to obtain supporting documentation and to ensure that the SC 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 SC 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 SEAG 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 SC 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 band 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 SC 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 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 '**Claiming Special Circumstances – A Guide for Parents & Guardians**' document available from the school or its website carefully before completing the SC Form.

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 band 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 band 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 SEAG, 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.

SPECIAL PROVISION

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

- who have received more than half of their Primary Education outside Northern Ireland,
- who are transferring from Primary Schools outside Northern Ireland,
- who 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.

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 band to be used in the application of the Admissions Criteria. (*The Selection Committee may require an assessment of the girl's abilities to be carried out by a suitably qualified person or body approved by Mount Lourdes Grammar School. See 'Claiming Special Provisions – A Guide for Parents & Guardians / SP Form')

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. It is also the responsibility of parents / guardians to provide precise reasons why the applicant did not take part in the SEAG Entrance Assessment. All appropriate documentary evidence should be uploaded with the Transfer Application.

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

If applying for Special Provision parents/guardians must complete the Special Provisions Form (Form SP) **available from the school or its website**, detailing precisely why they are applying for Special Provision and upload it and all appropriate verified documentation when completing the online application.

Further guidance on applying for Special Provision is provided in the 'Claiming Special Provisions – A Guide for Parents and Guardians' document and on the SP 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 2025

During the admissions procedure when applying the criteria punctual applications will be considered before late applications are considered. The application procedure opens on 28 January 2025 at 12 noon (GMT) and an application submitted by the closing date of 20 February 2025 at 12 noon (GMT) will be treated as a punctual application. An application received after 12noon (GMT) on 20 February 2025 and up to 4pm on 25 February 2025 will be treated as a later application.

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 SEAG Entrance 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 Band 1 in the SEAG 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 Band 1.
 - 1.2 Girls awarded Band 2 in the SEAG 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 Band 2.
 - 1.3 Girls awarded Band 3 in the SEAG 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 Band 3.
 - 1.4 Girls awarded Band 4 in the SEAG 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 Band 4.
 - 1.5 Girls awarded Band 5 in the SEAG 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 Band 5.
 - 1.6 Girls awarded Band 6 in the SEAG 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 Band 6.
2. If there are more applicants with a particular band 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.

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

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 2024/18 (available on Department of Education website: www.education-ni.gov.uk)

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 these 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 7 May 2025. 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

Year	Admissions No.	Total Applications All Preferences	Total Admissions
2022 /2023	96	144	*102
2023 /2024	96	105	96
2024 /2025	96	109	**99

*includes statemented pupils admitted and temporary variation

** includes statemented pupils admitted and appeals

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