

# POST PRIMARY TRANSFER CONSORTIUM

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## GUIDANCE NOTES

The post-primary schools listed at the end of this guidance are all using the same standardised Entrance Assessment in English and Mathematics for the transfer of children to Year 8 in September 2018. An Irish Medium Entrance Assessment is available.

- **Parent(s)/Guardian(s) who may wish to make an application to one or more of these schools on behalf of their child should complete the accompanying Registration Form.**
- One Registration Form covers all the schools listed.
- Registration will enable arrangements to be made for the child to sit the Entrance Assessment in one of the schools.
- The child will not have to sit different Entrance Assessments for different schools in the list. Assessment outcomes can be shared among the schools listed at the end of this document.
- There is no charge for registration or for taking the Entrance Assessment.

### **Children with a Statement of Special Educational Needs**

If your child has a Statement of Special Educational Needs, placement in a post-primary school is arranged through the Education Authority. There is no requirement for him/her to sit the Entrance Assessment.

## PLEASE READ THIS GUIDANCE CAREFULLY TO HELP YOU COMPLETE THE FORM

### **Filling in the Form**

- Use black ink only
- Write clearly in BLOCK CAPITALS
- Attach a recent passport sized photograph of your child for identification purposes, with the child's full name and date of birth written clearly on the back.
- Include a birth certificate (not a photocopy) to verify the child's date of birth. This will be returned to you.
- Sign and date the form where indicated.
- If you have difficulty completing the form, advice may be obtained from any school on the list.

### **SECTION 1 – Personal Details**

Enter the legal surname and forenames of the child along with his/her date of birth and address and name and address of his/her present Primary School. Please tick the box indicating gender.

### **SECTION 2 – Contact Details**

Personal contacts (mobile telephone number or landline where you can be contacted) must be provided for use by the assessment centre if necessary. An address is needed so that information can be posted. PPTC schools prefer to use email and text to contact parents, please provide a home email address and your preferred text number for receiving texts from the schools.

### **SECTION 3 - Access Arrangements to enable children to sit the test**

- Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities. If your child meets this definition of disability, please tick the first YES box in Section 3; otherwise tick the NO box.
- If your child has any special educational needs, disabilities or other factors for consideration which might require reasonable adjustments to be made to the assessment process, please tick the second YES box in Section 3; otherwise tick the NO box.

- If your child requires Access Arrangements please complete Form AA1 marked “Access Arrangements” and attach it to your Registration form. Make sure you give details of the reasonable measures needed to allow your child to sit the assessment; you should also contact the school directly to verify any arrangements to be put in place.
- A complete Special Access and Special Circumstances Policy is available in paper copy from the schools listed in these notes or may be downloaded from the school’s website. Parents considering applying for Access Arrangements should obtain a copy and study its contents before completing the Registration Form.

#### **SECTION 4 – Assessment Centre Location**

The schools in the Consortium are working together to ensure that every child is placed at an Assessment Centre. We need to know three schools (Assessment Centres) in order of convenience, where you would like your child to sit the assessment. In the event that an Assessment Centre receives more applications than the places available for sitting the assessment, date of receipt of application may be used to determine which children will be placed in their Assessment Centre 1; in such cases priority will be given to earlier registrations. You are encouraged to submit your Registration form as soon as possible.

#### **SECTION 5 – Irish Medium Entrance Assessment**

An Irish Medium Entrance Assessment is available. If you want your child to sit the Irish Medium Entrance Assessment, tick the box in this Section. If the box is left blank your child will be given the papers in English.

#### **SECTION 6 – Special Dietary or Medical Requirements**

Assessment Centres may provide a healthy snack. The Assessment Centre will need to know if your child has any food allergy. Additionally the Assessment Centre must be informed of any relevant medical requirements, for example if your child would need to use an inhaler during their time at the Assessment Centre. Please note that Assessment Centres will not administer medication.

If this Section applies to your child tick the box, complete Form AA1 marked “Access Arrangements” and submit it with the Registration Form.

#### **SECTION 7 - Declaration**

All forms must be signed by the parent/guardian of the child taking the Entrance Assessment. Your signature is an acceptance of the following conditions that:

- You wish your child to be registered to sit the Entrance Assessment being used by the schools listed in this document.
- You have read the accompanying Guidance Notes.
- You will be responsible for ensuring that your child arrives at the allocated Assessment Centre in due time and for his /her collection after the assessment.
- You certify that the information given is accurate, that the address given is the child's actual permanent residence and that the date of birth and photographic evidence are correct.
- You accept that if you wish to make a claim for Special Circumstances on behalf of your child then such a claim, including detail as outlined in the Guidance Notes, MUST be received by 2.00 pm on Friday 15<sup>th</sup> December 2017 by the Centre, at which your child sat the Entrance Assessment.
- You accept that all assessment material used remains the property of Post Primary Transfer Consortium.
- You accept that the information on this form and your child’s assessment outcomes may be shared with any of the schools listed in the Guidance Notes and your child’s primary school.
- You accept that, if you wish your child to sit the Supplementary Entrance Assessment, because he/she was absent on 18<sup>th</sup> November 2017 or was not well enough to be present for any part of the second assessment paper, then you MUST notify the Assessment Centre in writing as outlined in the Guidance Notes. You understand that the deadline for such notification being received by the Assessment Centre is 2.00pm on Monday 27<sup>th</sup> November 2017.
- You accept that you may request one re-mark of your child’s assessment outcomes. The deadline for receipt of such requests is 2.00 pm Friday 9<sup>th</sup> February 2018. By requesting a re-mark you accept any change that may result. You understand that the re-mark outcomes may be higher or lower than the original outcomes and that the re-mark outcomes will be final.
- You accept that any information given or verifying documents and/or photographs which are later found to be incorrect or contain false information may result in the withdrawal of a place or the inability of a school to offer a place.

### **Requesting the Supplementary Entrance Assessment**

If your child was registered but absent on Saturday 18<sup>th</sup> November 2017 or was not well enough to be present for any part of the second assessment paper, you may request that your child be allowed to sit the Supplementary Entrance Assessment on Saturday 9<sup>th</sup> December 2017. You MUST write to the ENTRANCE ASSESSMENT OFFICER at the Assessment Centre providing documentary evidence to support your request. The deadline for receipt of requests for a child to sit the Supplementary Entrance Assessment is 2.00 pm Monday 27<sup>th</sup> November 2017. The Supplementary Entrance Assessment will be provided at a number of regional Assessment Centres and not necessarily the Assessment Centre which had been assigned to a particular child for the 18<sup>th</sup> November 2017.

Where a child sits the Supplementary Entrance Assessment because he/she started the Entrance Assessment on 18<sup>th</sup> November 2017 but was not well enough to be present for any part of the second assessment paper then any outcomes from the first assessment paper on 18<sup>th</sup> November 2017 will NOT be used and only the Supplementary Entrance Assessment outcomes will stand.

### **Initial Claims for Special Circumstances**

If you feel that your child's performance in the assessments has been affected by a medical or other problem you should register a claim for Special Circumstances. The deadline for registering your initial claim is 2.00 pm on Friday 15<sup>th</sup> December 2017.

To register your claim for Special Circumstances, you should obtain the Claiming Special Circumstance Pack, available from the school at which your child sat the assessment, and complete a Special Circumstances Registration (SCR) form outlining your reasons for claiming. Make sure you include your child's full name, address and date of birth. You should not provide supporting evidence at this stage.

When you complete the Transfer Form in February 2018 you should provide full details of the Special Circumstances and independent supporting evidence. Where the problem was a medical one which affected the child at the time of the assessment, the school will require evidence that the child was examined by a medical practitioner in relation to the medical problem, around the time of the Entrance Assessment. See the details in the Claiming Special Circumstance Pack available after the assessment.

**Initial claims for Special Circumstances should be sent to the "ENTRANCE ASSESSMENT OFFICER" at the school where the assessment was taken. If you would like receipt of this form to be acknowledged please enclose a Stamped Addressed Envelope.**

**The completed registration form should be returned by post to the:  
Entrance Assessment Officer  
at the school which you have nominated as Assessment Centre 1.**

**THE DEADLINE FOR RECEIPT OF THIS FORM IS 2.00 pm ON FRIDAY 22<sup>nd</sup> SEPTEMBER 2017**

It is the responsibility of parent(s)/guardian(s) to ensure that this Registration Form and any additional information are received by the post primary school by the stated deadline. If you would therefore like receipt of this form to be acknowledged, please enclose a Stamped Addressed Envelope.

### **PROOF OF POSTING CANNOT BE ACCEPTED AS PROOF OF DELIVERY**

**Forms received after the date and time stated above will only be accepted for registration if you provide appropriate documentary evidence in support of an acceptable reason for late registration.**

**In such cases, you should approach your local Assessment Centre.**

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## Assessment Centres

Abbey Christian Brothers' Grammar School	77A Ashgrove Road, Newry BT34 1QN	<a href="http://www.abbeycbs.org">www.abbeycbs.org</a>
Antrim Grammar School	10 Steeple Road, Antrim BT41 1AF	<a href="http://www.antrimgrammar.org">www.antrimgrammar.org</a>
Aquinas Diocesan Grammar School	Ravenhill Road, Belfast BT6 0BY	<a href="http://www.aquinasgrammar.com">www.aquinasgrammar.com</a>
Assumption Grammar School	24 Belfast Road, Ballynahinch BT24 8EA	<a href="http://www.assumptiongrammar.org.uk">www.assumptiongrammar.org.uk</a>
Campbell College	Belmont Road, Belfast BT4 2ND	<a href="http://www.campbellcollege.co.uk">www.campbellcollege.co.uk</a>
Christian Brothers' Grammar School	Kevlin Road, Omagh BT78 1LD	<a href="http://www.omaghcbs.org">www.omaghcbs.org</a>
Dominican College Belfast	Fortwilliam Park, Belfast BT15 4AQ	<a href="http://www.dominicancollege.org.uk">www.dominicancollege.org.uk</a>
Dominican College Portstewart	2 Strand Road, Portstewart BT55 7PF	<a href="http://www.dcpni.net">www.dcpni.net</a>
Hunterhouse College	Upper Lisburn Road, Finaghy BT10 0LE	<a href="http://www.hunterhousecollege.org.uk">www.hunterhousecollege.org.uk</a>
Lagan College	44 Manse Road, Belfast BT8 6SA	<a href="http://www.lagancollege.com">www.lagancollege.com</a>
Loreto Grammar School Omagh	James' Street, Omagh BT78 1DL	<a href="http://www.loretogs.com">www.loretogs.com</a>
Lumen Christi College	Bishop Street, Derry BT48 6UJ	<a href="http://www.lumenchristicollege.co.uk">www.lumenchristicollege.co.uk</a>
Mount Lourdes Grammar School	Belmore Street, Enniskillen BT74 6AB	<a href="http://www.mountlourdes.com">www.mountlourdes.com</a>
Our Lady and St Patrick's College Knock	120 Gilnahirk Road, Belfast BT57DL	<a href="http://www.knock.co.uk">www.knock.co.uk</a>
Our Lady's Grammar School	Chequer Hill, Newry BT35 6DY	<a href="http://www.ourladysgrammar.co.uk">www.ourladysgrammar.co.uk</a>
Rainey Endowed	79 Rainey Street, Magherafelt BT45 5DB	<a href="http://www.raineyendowed.com">www.raineyendowed.com</a>
Rathmore Grammar School	Kingsway, Finaghy, Belfast BT10 0LF	<a href="http://www.rathmoregrammarschool.org">www.rathmoregrammarschool.org</a>
Sacred Heart Grammar School	10 Ashgrove Avenue, Newry BT34 1PR	<a href="http://www.shsnewry.com">www.shsnewry.com</a>
Slemish College	147a Larne Road, Ballymena BT42 3HA	<a href="http://www.slemishcollege.org.uk">www.slemishcollege.org.uk</a>
St Colman's College	Violet Hill, 46 Armagh Road, Newry BT35 6PP	<a href="http://www.stcolmans.org.uk">www.stcolmans.org.uk</a>
St Columb's College	Buncrana Road, Derry BT48 8NH	<a href="http://www.stcolumbs.com">www.stcolumbs.com</a>
St. Dominic's High School	135-137 Falls Road, Belfast BT12 6AE	<a href="http://www.stdominics.org.uk">www.stdominics.org.uk</a>
St Joseph's Grammar School	58 Castlecaulfield Road, Donaghmore BT70 3HE	<a href="http://www.stjosephsdonaghmore.com">www.stjosephsdonaghmore.com</a>
St Louis Grammar School Ballymena	Cullybackey Road, Ballymena BT43 5DW	<a href="http://www.stlouisgrammar.com">www.stlouisgrammar.com</a>
St Louis Grammar School Killeel	151 Newry Road, Killeel BT34 4EU	<a href="http://www.stlouis.org.uk">www.stlouis.org.uk</a>
St Malachy's College	36 Antrim Road, Belfast BT15 2AE	<a href="http://www.stmalachyscollege.com">www.stmalachyscollege.com</a>
St Mary's Christian Brothers' Grammar School	147a Glen Road, Belfast BT11 8NR	<a href="http://www.stmaryscbgs.com">www.stmaryscbgs.com</a>
St Mary's Grammar School Magherafelt	3 Castledawson Road, Magherafelt BT45 6AX	<a href="http://www.stmarysmagherafelt.com">www.stmarysmagherafelt.com</a>
St Michael's College Enniskillen	Chanterhill Road, Enniskillen BT74 6DE	<a href="http://www.saintmichaels.org.uk">www.saintmichaels.org.uk</a>
St Patrick's Academy Dungannon	35 Killymeal Road, Dungannon BT71 6DF	<a href="http://www.stpatricksacademy.org.uk">www.stpatricksacademy.org.uk</a>
St Patrick's Grammar School Downpatrick	Saul Street, Downpatrick BT30 6NJ	<a href="http://www.stpatricksdownpatrick.org.uk">www.stpatricksdownpatrick.org.uk</a>
Thornhill College	Culmore Road, Derry BT48 8JF	<a href="http://www.thornhillcollege.org.uk">www.thornhillcollege.org.uk</a>
Victoria College	Cranmore Park, Belfast BT9 6JA	<a href="http://www.victoriacollege.org.uk">www.victoriacollege.org.uk</a>
Wellington College Belfast	18 Carolan Road, Belfast BT7 3HE	<a href="http://www.wellingtoncollegebelfast.org">www.wellingtoncollegebelfast.org</a>