Claim for Special Provisions (SP Form)

(for use by schools using the SEAG Entrance Assessment as part of their admissions procedures)

Part 1

Full Name of Child: _____

(Block Capitals)

Date of Birth: (dd/mm/yyyy) _____

Carefully read the document, "**Claiming Special Provisions – A Guide for Parents & Guardians**" before completing the sections below. Please note, every claim must have Section A, Section B and Section E completed as a minimum requirement for the application to be considered.

SECTION A – Basis of Claim for Special Provisions

Special Provisions is available for children who meet one or more of the following criteria. Please tick one or more of the situations outlined below which apply to your child and attach the appropriate evidence to this form:

	CRITERION	TICK
(i)	My child has received more than half of their education in a school outside Northern Ireland	
(ii)	My child will be transferring from a primary school outside Northern Ireland	
(iii)	My child, due to a serious medical issue 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 estimated Outcomes from SEAG because they sat only one of the two Entrance Assessment Papers.	

SECTION B – Please complete Section B(i), B(ii) or B(iii) as applicable

Section B(i)

If you are Claiming Special Provisions because your child has received more than half of their primary education in a school outside Northern Ireland, please complete the Table below (current school first):

Name of School	Date my child first attended: dd/mm/yyyy	Date my child last attended: dd/mm/yyyy	Full address of school	Email address of school	School contact telephone number

Please continue on an additional page if necessary.

In addition to completing this Special Provisions form, you **MUST** also obtain a letter on school headed notepaper from your child's current primary school signed by the school Principal (or similar evidence) which shows the total dates of your child's education within Northern Ireland. This information is available to the primary school Principal through the SIMS School History section.

Section B(ii)

If you are claiming Special Provisions because your child will be transferring from a primary school outside Northern Ireland, please provide the following details about the primary school:

Primary School Name:	
Address:	
Email address:	
Contact phone number (with country code if applicable);	
Name of Headteacher/Principal:	

In addition to completing this Special Provisions form, you **MUST** also attach a signed and dated letter from the Principal of the primary school which contains the full name, date of birth and home address of your child, confirming that your child is currently a pupil at the school and also states the date when your child commenced their education at that school.

If, due to your particular circumstances, you are unable to provide documentation from former school(s), you MUST explain why it is that that documentation cannot be provided. It is anticipated that this will only arise in respect of those children who have recently arrived in Northern Ireland from countries where conflict or political unrest make the provision of documentation difficult or impossible. Schools in Northern Ireland still have a legal duty to verify the basis of your application and are legally obliged to make reasonable requests to do so.

Section B(iii)

If you are claiming Special Provisions because your child, due to a serious medical issue 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 estimated Outcomes from SEAG because they sat only one of the two Entrance Assessment Papers, please provide details of the grounds of your claim below:

Please continue on an additional page if necessary.

In addition to completing this Special Provisions form, you should provide a letter or letters from your child's GP or Medical Consultant or another appropriate professional(s) indicating the nature of the serious medical problems or reason for the absence and/or how it prevented your child from sitting the SEAG Entrance Assessment or from taking either Paper 1 or Paper 2.

SECTION C – if claiming under Criterion (i) or (ii)

If your child has received more than half of their education in a school outside Northern Ireland
OR
your child will be transferring from a school outside Northern Ireland
please complete this section:

Did your child take the SEAG Entrance Assessment? (Please tick as appropriate)	YES	NO
If YES, please provide the information requested below:		
Name of Assessment Centre		
Result in form of Total Standardised Age Score (TSAS)		
Result in form of Band		

SECTION D – Any other relevant information

Has your child been assessed by an Educational Psychologist?	**Yes**		**No**	
(if you have ticked Yes, please attach the report to this form)				
Are you able to provide any information relating to standardised test scores for your child?	**Yes**		**No**	
(if you have ticked Yes, please complete the Educational Evidence Form)				

Please provide any other information, not captured in the sections above, which is relevant to your application for Special Provisions for your child:

(Continue on a separate sheet if necessary and attach it to this form)

Section E – Parent/Guardian Declaration

Please complete the declaration below:

- I have read and understood the information provided in the document "Claiming Special Provisions – A Guide for Parents & Guardians" and in the Admissions Criteria of the schools that I have listed on the Transfer Application relating to Special Provisions.
- I have attached all of the relevant documents from my child's primary school and other relevant sources to support and verify my application for Special Provisions and all other documentary evidence in support of this application, **including the Educational Evidence form**.
- The information that I have provided on this form and attached to it is correct and has been appropriately verified.
- I accept that the provision of false or incorrect information may result in either the withdrawal of a place or the inability of a school to offer a place to my child.
- I agree that the information I have provided may be shared with other schools using the SEAG Entrance Assessment.
- I agree that the report of any further assessment of my child's ability carried out in any school may be shared with other schools using the SEAG Entrance Assessment.

Signature of Parent/Guardian: _____ Date: _____

Name of Parent/Guardian: _____ (BLOCK CAPITALS)

This Claim for Special Provisions and the Educational Evidence (pages 4 and 5, signed by the Principal of the applicant's current primary school) must be uploaded with the Transfer Application via the Education Authority application process. (Claiming Special Provisions - A Guide for Parents & Guardians)

PART 2

Educational Evidence

1 – Standardised test results

In support of your claim for Special Provisions, if your child has standardised test results available from their primary school please set them out below. You are entitled to receive this data under the Education (Pupils Records & Reporting) (Transitional) Regulations (NI) 2009, the Freedom of Information Act and the Data Protection Act.

Year	Test taken	Name of Standardised Test	Date Tested	Standardised Score
Primary 5	English/Gaeilge / Literacy:			
	Maths/Numeracy:			
	Other:			
	Other:			
Primary 6	English/Gaeilge / Literacy:			
	Maths/Numeracy:			
	Other:			
	Other:			
Primary 7	English/Gaeilge / Literacy:			
	Maths/Numeracy:			
	Other:			
	Other:			

In support of your claim for Special Provisions, please provide any other standardised results which are available from your child's primary school or from specialist educational reports which are not included in the table above:

A signature is required only for authentication of the educational data – it does not signify any support or comment on the other information provided.

Signature of Principal: _____ Date: _____

Name of Principal: _____
(BLOCK CAPITALS)

Name of Primary School: _____
(BLOCK CAPITALS)

2 – Comparative Educational Evidence

It may assist this application if you were to supply, **where available**, as much as possible of the data for the other pupils in your child's class. **No names should be provided, except for that of the child named above.**

Please complete the table below. Some schools may find it more convenient to provide information in the table as a printout from a spreadsheet or other program.

	Standardised Test Scores (English or Gaeilge / Maths)									
Pupil	P5 English/ Gaeilge /Literacy	P5 Maths/ Numeracy	P6 English/ Gaeilge /Literacy	P6 Maths/ Numeracy	P7 English/ Gaeilge /Literacy	P7 Maths/ Numeracy	Other (please specify)	Other (please specify)	Other (please specify)	SEAG Total SAS
Pupil 1										
Pupil 2										
Pupil 3										
Pupil 4										
Pupil 5										
Pupil 6										
Pupil 7										
Pupil 8										
Pupil 9										
Pupil 10										
Pupil 11										
Pupil 12										
Pupil 13										
Pupil 14										
Pupil 15										
Pupil 16										
Pupil 17										
Pupil 18										
Pupil 19										
Pupil 20										
Pupil 21										
Pupil 22										
Pupil 23										
Pupil 24										
Pupil 25										
Pupil 26										
Pupil 27										
Pupil 28										
Pupil 29										
Pupil 30										

A signature is required only for authentication of the educational data – it does not signify any support or comment on the other information provided.

Signature of Principal: _____ Date: _____

Name of Principal: _____
(BLOCK CAPITALS)

Name of Primary School: _____
(BLOCK CAPITALS)