

# POST PRIMARY TRANSFER CONSORTIUM

## Entrance Assessment Registration Form – Year 8 Intake 2017

You should complete this form if you wish your child to be registered to take the Entrance Assessment being used by the schools in the consortium as part of their admissions criteria for entry to Year 8 in 2017.

Each school in the consortium has agreed to use the same Entrance Assessment on the same dates and times. A child only needs to be registered once. The schools in the consortium are listed in the Guidance Notes.

The actual process of applying to post-primary schools by completion of the Transfer Form will happen in February 2017.

If you intend to name any of the schools in the consortium among your preferred schools on the Transfer Form in February 2017, you are advised to register for this Entrance Assessment. Registration is free and there is no charge for taking the assessment. Registration will enable arrangements to be made for your child to take the Entrance Assessment on Saturday 19<sup>th</sup> November 2016.

Please read the accompanying **Guidance Notes** and complete this form carefully and accurately in **BLOCK CAPITALS** using black ink.

### Section 1: Personal Details

|                                 |                          |                      |                          |                      |                      |                      |
|---------------------------------|--------------------------|----------------------|--------------------------|----------------------|----------------------|----------------------|
| Child's Legal Surname:          |                          |                      |                          |                      |                      |                      |
| Child's Forenames:              |                          |                      |                          |                      |                      |                      |
| *Date of Birth:                 | d                        | d                    | m                        | m                    | y                    | y                    |
|                                 | <input type="text"/>     | <input type="text"/> | <input type="text"/>     | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Gender:                         | <input type="checkbox"/> | Male                 | <input type="checkbox"/> | Female               |                      |                      |
| Child's Permanent Home Address: |                          |                      |                          |                      |                      |                      |
|                                 |                          |                      |                          |                      |                      |                      |
|                                 |                          |                      |                          |                      |                      |                      |
| Postcode:                       |                          |                      |                          |                      |                      |                      |
| Home Email Address:             |                          |                      |                          |                      |                      |                      |
| Mobile No. for Text:            |                          |                      |                          |                      |                      |                      |
| Child's Primary School:         |                          |                      |                          |                      |                      |                      |
| Primary School Address:         |                          |                      |                          |                      |                      |                      |
|                                 |                          |                      |                          |                      |                      |                      |
|                                 |                          |                      |                          |                      |                      |                      |

Please staple a recent passport size photograph of the child with his/her name and date of birth written on the back onto this box.

It is the preference of PPTC schools to use Email & Text to contact parents. Please provide your home email address & text number. By giving these details you are consenting to be contacted by these methods

\*A birth certificate **MUST** be attached to this form

\* The child should normally have a date of birth on or between 2 July 2005 and 1 July 2006 to be able to register.

## Section 2: Contact Details for Parent/Guardian

### 1<sup>st</sup> Contact:

(Please give title: Mr, Mrs, Ms, Dr, etc)

Name:

Address:

Postcode:

Home: Telephone No:

Mobile:

Email address:

### 2<sup>nd</sup> Contact:

(Please give title: Mr, Mrs, Ms, Dr, etc)

Name:

Address:

Postcode:

Home: Telephone No:

Mobile:

Email address:

## Section 3: Access Arrangements

Some children may require reasonable adjustments to be made to the assessment process. This section is to help identify those children. You are advised to refer to the **Access Arrangements** policy available from the schools or on their websites.

Does your child have a disability? (see Guidance Notes)

Yes:

No:

Whether or not your child has a disability, does he/she require

Access Arrangements for any other reason?

Yes:

No:

**If your child requires specific access arrangements please complete the relevant Access Arrangements form(s)**

## Section 4: Assessment Centre Location

From the list of schools in the consortium, name **THREE** schools (Assessment Centres), in order of convenience, where you would like your child to take the Entrance Assessment.

**\* Please send the completed Registration Form to the Entrance Assessment Officer at Assessment Centre 1**

\*Assessment Centre 1

Assessment Centre 2

Assessment Centre 3

### Section 5: Irish Medium Entrance Assessment

If you want your child to take the Irish Medium Entrance Assessment, please tick here:

### Section 6: Special Dietary or Medical Requirements

If your child has any Special Dietary or Medical Requirements, please tick here:

If you have ticked this box please complete the relevant **Access Arrangements** form(s)

### Section 7: Declaration

- I wish my child to be registered to take the Entrance Assessment being used by the schools listed in the Guidance Notes.
- I have carefully read the accompanying Guidance Notes.
- I will be responsible for ensuring that my child arrives at the allocated Assessment Centre in due time and for his/her collection after the Entrance Assessment.
- I certify that the information given above is accurate, that the address given is the child's actual permanent residence and that the date of birth and photographic evidence are correct.
- I accept that I may request one re-mark of my child's assessment outcomes. The deadline for receipt of such requests is 2.00 pm on Friday 10<sup>th</sup> February 2017. By requesting a re-mark I accept any change that may result. I understand that the re-mark outcomes may be higher or lower than the original outcomes and that the re-mark outcomes will be final.
- I accept that the information on this Registration Form and my child's assessment outcomes may be shared with any of the schools listed in the Guidance Notes and my child's primary school.
- I accept that, if I wish my child to sit the Supplementary Entrance Assessment, because he/she was absent on 19<sup>th</sup> November 2016 or was not well enough to be present for any part of the second assessment paper, then I MUST notify the Assessment Centre in writing as outlined in the Guidance Notes. I understand that the deadline for this notification is 2.00pm on Monday 28<sup>th</sup> November 2016.
- I accept that, if I wish to make a claim for Special Circumstances on behalf of my child, then the deadline for receipt of such a claim, including necessary detail as outlined in the Guidance Notes, is 2.00 pm on Friday 16<sup>th</sup> December 2016 at the Assessment Centre where my child took the Entrance Assessment.
- I accept that the provision of false or incorrect information or verifying documentation may result in the withdrawal of a place or the inability of a school to offer a place.

Parent/Guardian Signature:

Date:

The deadline for the receipt of Registration Forms is 2.00 pm on 23<sup>rd</sup> September 2016. Please return the completed form as soon as possible to the Entrance Assessment Officer at the school you have nominated as Assessment Centre 1 (address of each school is given in the Guidance Notes)

It is the responsibility of parent(s)/guardian(s) to ensure that the Registration Form is completed and received by Assessment Centre 1 by the specified deadline. Please enclose a Stamped Addressed envelope for acknowledgement of receipt of this registration form.

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

## Access Arrangements & Special Circumstances

### Summary of Key Points

**IMPORTANT:** Please note that those wishing to apply for Access Arrangements in advance of the assessment must read and follow the procedures outlined in the **Access Arrangements Policy** document which is available on the websites of all of the schools listed in the Guidance Notes or which is available on request from any of the schools.

### What is the difference between Access Arrangements and Special Circumstances?

Access Arrangements and Special Circumstances relate to children who are eligible for adjustments in their assessments. Access Arrangements may be applied for in advance of the assessment up to 2.00 pm on 23<sup>rd</sup> September 2016. Claims for Special Circumstances may be registered after the assessment up to 2.00 pm on 16<sup>th</sup> December 2016.

1. **Access Arrangements** are approved by the Assessment Centre before or at the time of the assessment and are intended to allow attainment to be demonstrated. Examples of Access Arrangements would be provision of an enlarged paper for a child with a visual impairment or the granting of extra time to a child with particular physical or learning needs. Please read the details in the **Access Arrangements Policy**.
2. **Special Circumstances** are considered during the admissions process in 2017 by the Board of Governors of each school to which you apply on behalf of your child and may be given to ensure that a child with a temporary illness, injury or indisposition, at the time the assessment was conducted, is given some recognition of the difficulty he/she faced. Full details are in the **Claiming Special Circumstances Pack** available after the assessment.

### The Disability Discrimination Act & Responsibilities

The schools in the consortium are committed to ensuring that children registered for the Entrance Assessment are protected under the terms of the Disability Discrimination Act 1995, by making reasonable adjustments, if appropriate, to the process of internal organisation and arrangements for conduct of the assessment. A child does not necessarily have to be disabled (as defined by the DDA 1995) to be allowed an Access Arrangement.

The process for granting an Access Arrangement and the evidence required will vary according to the assessment of a child's needs and the nature of the Access Arrangement sought. Such arrangements are intended to increase access to assessments but cannot be granted where they will directly enhance performance in the skills that are the focus of the assessment. Access Arrangements are there to give all children a level playing field on which to demonstrate their skills.

Children for whom Access Arrangements are requested must be assessed by a suitably qualified person to ensure that the Access Arrangements provide the child with the necessary assistance to access the assessment but do not result in the child gaining an unfair advantage. It is the responsibility of the parent/guardian to provide written evidence, on the Access Arrangements form, in support of a claim for Access Arrangements.

### Making an application for Access Arrangements

Applications for Access Arrangements must be made with the registration form. All applications must outline the need(s) of the children on the registration forms and indicate the evidence available in support of the application. In exceptional circumstances, for example where Access Arrangements are required because of an accident or emergency situation, the school in which the child will be taking the assessment should be informed as soon as possible.

The deadline for registering claims for Special Circumstances at the Centre at which the child took the Entrance Assessment is 2.00 pm on Friday 16<sup>th</sup> December 2016. Full supporting documentary evidence of Special Circumstances must accompany the Transfer Form when it is completed in February 2017 and will be considered by the Boards of Governors of the schools to which the child has applied. See details in the Claiming Special Circumstances Pack.

### For Office Use:

Date received: Assessment Centre:

Receipt sent:

Birth certificate returned:

Access Arrangements:

Irish Medium Assessment: Ref. No.