

# 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 2019. 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.
- The Access Arrangements Policy is available from the schools listed in these notes or may be downloaded from the “Information for Parents” section of the [www.pptcni.com](http://www.pptcni.com) website. Parents considering applying for Access Arrangements should obtain a copy of the Policy and study its contents before completing the Registration Form. The Access Arrangements Policy also provides some information about Special Circumstances. The Special Circumstances Policy is available after the 17<sup>th</sup> November.

#### **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 ensure 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 register a claim for Special Circumstances on behalf of your child, the deadline for registering such a claim, is 2.00 pm on Friday 14<sup>th</sup> December 2018 at the Assessment Centre, where 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 17<sup>th</sup> November 2018 or was present initially but 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 26<sup>th</sup> November 2018.
- 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 8<sup>th</sup> February 2019. 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 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.
- The Post Primary Transfer Consortium works with GL Assessment who provide Entrance Assessment papers, mark them and send out Statements of Outcomes to the Assessment Centres where children have taken the Assessment. These Centres then post a copy of the results to parents and send a copy to the Primary School. New Data Protection regulations (GDPR) mean that you must opt-in to allow information about your child to be shared. Please carefully read the four statements which are given in the application form. Ticking the boxes gives PPTC permission to share information.

**The completed, signed and dated registration form should be returned by post or by hand 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 21st SEPTEMBER 2018**

It is the responsibility of parent(s)/guardian(s) to ensure that the 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**

**Registration Forms received after 2:00pm on Friday 21<sup>st</sup> September will only be accepted for registration if the parent / guardian can provide appropriate documentary evidence in support of an acceptable reason for late registration. In such cases, the parent / guardian should approach their local Assessment Centre.**

- **Requesting the Supplementary Entrance Assessment**

If your child was registered but absent on Saturday 17<sup>th</sup> November 2018 or was present initially but 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 8<sup>th</sup> December 2018. 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 26<sup>th</sup> November 2018. 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 17<sup>th</sup> November 2018.

Where a child sits the Supplementary Entrance Assessment because he/she started the Entrance Assessment on 17<sup>th</sup> November 2018 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 17<sup>th</sup> November 2018 will NOT be used and only the Supplementary Entrance Assessment outcomes will stand.

- **Registering a Claim for Special Circumstances**

If you feel that your child's performance in the Entrance Assessment has been affected by a medical or other problem you should, no later than 2:00 pm on Friday 14<sup>th</sup> December 2018, Register a claim for Special Circumstances at the Assessment Centre where your child sat the Entrance Assessment. To register a claim for Special Circumstances, you should obtain the Claiming Special Circumstance Pack, available after 17<sup>th</sup> November 2018, 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 will not need to provide supporting evidence at this stage. If you would like receipt of this form to be acknowledged please enclose a Stamped Addressed Envelope.

Depending on the actual outcomes achieved by the child you can then decide whether to make a Claim for Special Circumstances to the post primary schools when completing the Transfer Form. A Special Circumstances Pack will also be available on the [www.pptcni.com](http://www.pptcni.com) website.

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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 Kilkeel	151 Newry Road, Kilkeel 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>