

# POST PRIMARY TRANSFER CONSORTIUM

## Entrance Assessment Registration Form - Year 8 Intake 2011

You should complete this Registration Form if you wish your child to be registered to sit the Entrance Assessment being used by the post-primary schools in the consortium as part of their admissions criteria for entry to Year 8 in 2011.

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 2011.

If you intend to name any of the schools in the consortium among your preferred schools in February 2011, 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 sit the Entrance Assessment on Saturday 20th November 2010

### SECTION 1: Personal Details

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

Child's Legal Surname :

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Child's First Names :

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Child's Date of Birth \* : 

d	d	m	m	y	y

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Gender :  Male  Female

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Child's Present School Name and Address :

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Child's Permanent Home Address :

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Postcode :

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

\* A birth certificate MUST be attached to this form

\* The child should normally have a date of birth on or between 02 July 1999 and 01 July 2000 to be eligible to register

## SECTION 2: Contact Details

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Contact Details of Parent(s)/Guardian(s) — (Please give Title: Mr, Mrs, Ms. Dr etc )

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### 1st contact :

Name

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Address

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Postcode

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Contact Number (1) Home

(2) Mobile

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### 2nd contact :

Name

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Address

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Postcode

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Contact Number (1) Home

(2) Mobile

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## SECTION 3: Access Arrangements

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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 & Special Circumstances Policy” available from schools or on their websites.

Does your child have a disability (see Guidance Notes)?      Yes       No       (please tick one box)

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Whether or not your child has a disability does he/she  
require Access Arrangements for any other reason?      Yes       No       (please tick one box)

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**If your child requires Access Arrangements please complete the form marked “Access Arrangements”**

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## SECTION 4: Assessment Centre Location

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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.

Assessment Centre 1 \*

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Assessment Centre 2

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Assessment Centre 3

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**\*Send the completed registration form to the Entrance Assessment Officer at Assessment Centre 1**

## SECTION 5: Irish Medium Entrance Assessment

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Please tick if you would like your child to be given the Irish Medium Entrance Assessment

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## SECTION 6: Special Dietary or Medical Requirements

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

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If you have ticked this box please complete the form marked "Access Arrangements"

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## SECTION 7: Declaration

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- I wish my child to be registered to sit the Entrance Assessment being used by the schools listed in the guidance notes.
- I have 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 assessment.
- I certify that the information given above is accurate, that the address given is the pupil'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 4.00pm Friday 18th February 2011. 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 all assessment material used remains the property of the Post Primary Transfer Consortium.
- 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 either absent on 20th November or not well enough to complete both papers, then I MUST notify the Assessment Centre in writing as outlined in the Guidance Notes. I understand that the deadline for this notification is 4.00pm on Monday 29th November 2010.
- I accept that, if I wish to make a claim for Special Circumstances on behalf of my child, then the deadline for such a claim, including necessary detail as outlined in the Guidance Notes, is 4.00pm on Friday 17th December 2010 by the Centre at which my child sat the Entrance Assessment.
- I accept that the provision of false or incorrect information or verifying documents 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 4.00pm on 17th September 2010. Please return the completed form as soon as possible to the "Entrance Assessment Officer" at the school which you have nominated as Assessment Centre 1 (addresses of each school are given in the guidance)**

**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 or for Special Circumstances after the assessment has been taken must read and follow the procedures outlined in the complete Access Arrangements and Special Circumstances document which is available on the websites of all of the schools listed in the guidance notes or which will be available on request from any of the schools.**

### What are Access Arrangements and Special Circumstances?

The Access Arrangements and Special Circumstances Guidance relating to children who are eligible for adjustments in examinations is designed to facilitate access to, or help for, children who have particular requirements. There are two categories:

1. Access Arrangements – which are approved before or at the time of the assessment and are intended to allow attainment to be demonstrated. Examples of Access Arrangements would be the 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.
2. Special Circumstances – consideration of which may be given following the assessment 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.

### The Disability Discrimination Act and Responsibilities

The schools in the Post-Primary Transfer 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 or Special Circumstances

All applications for Access Arrangements must outline the need(s) of the child on the Registration Form 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 4.00pm on Friday 17th December 2010.

Full supporting documentary evidence of special circumstances must accompany the Transfer Form when it is completed in February 2010 and will be considered by the Boards of Governors of the schools to which the child has applied.

### For Office Use:

Date received:	Assessment Centre
Receipt sent:	
Birth Cert returned	
Access Arrangements	
Irish Medium Assessment	Ref. No.