

POST PRIMARY TRANSFER CONSORTIUM Ltd

Entrance Assessment Registration Form – Year 8 Intake 2023

You should complete this form if you wish your child to be registered to take the Entrance Assessment being used by schools in the Consortium as part of their admissions criteria for entry to Year 8 in 2023.

Each school in the Consortium which will be acting as an Assessment Centre has agreed to host the same Entrance Assessment on the same dates and times. A child only needs to be registered once. These schools are listed in the Guidance Notes.

If you intend to name any of the schools which will be hosting the Entrance Assessment among your preferred schools in your Application to post-primary schools for 2023, you are advised to consider registering 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 12th November 2022**.

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:	<table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">d</td> <td style="text-align: center;">d</td> <td style="text-align: center;">m</td> <td style="text-align: center;">m</td> <td style="text-align: center;">y</td> <td style="text-align: center;">y</td> </tr> <tr> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> <td style="border: 1px solid black; width: 30px; height: 20px;"></td> </tr> </table>	d	d	m	m	y	y						
d	d	m	m	y	y								
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.

*A child will normally have a date of birth between **2 July 2011 & 1 July 2012** to be able to be registered.

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 registration form.**

Section 1b: To help us identify your child's class bubble (in the event that additional health and safety precautions are needed)	
How many P7 classes is / are there in your child's primary school?	_____
What is the name of your child's P7 teacher?	_____
If your child's P7 class has a class name please write it here.	_____

Section 2: Contact Details for Parent/Guardian

1st Contact:

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

Name:

Address:

Postcode:

Home: Telephone No:

Mobile:

Email address:

2nd 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 PPTC Assessment Centres for 2022-23, name **THREE**, in order of preference, where you would like your child to take the Entrance Assessment.

As far as possible children from the same Primary School class bubble should sit the Assessment in the same Centre.

*** 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 ensure 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 in this form 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 Tuesday 21st February 2023**. 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, if I wish my child to sit the Supplementary Entrance Assessment, on 10th December 2022, because he/she was absent on **12th November 2022**, then I MUST notify the Assessment Centre in writing as outlined in the Guidance Notes. I understand that the deadline for notification is **2.00pm Monday 21st November 2022**.
- I accept that, if I wish to register a claim for Special Circumstances on behalf of my child, the deadline for registering such a claim, is **2.00 pm Wednesday 14th December 2022** at the Assessment Centre where my child sat the Entrance Assessment.
- I accept that all Assessment material used remains the property of GL Assessment.
- I accept that the Post Primary Transfer Consortium Ltd may alter any or all of the arrangements for the planning, conduct and marking of the Entrance Assessment and will, in that event, endeavour to inform you of such in advance.
- 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.
- I accept that the Post Primary Transfer Consortium Ltd needs to send information about my child to GL Assessment who will provide the question papers and answer sheets for the Entrance Assessment and who will then mark and standardise the outcomes.
- I accept that the Post Primary Transfer Consortium Ltd requires GL Assessment to send a Statement of my child's Outcomes to the Assessment Centre where my child has been registered to sit the Entrance Assessment.
- I accept that the Post Primary Transfer Consortium Ltd requires the Assessment Centre where my child was registered to be able to share information provided on the Registration Form(s) and my child's assessment outcomes with any schools listed in the Guidance Notes, to whom you applied and who may request such information for the purposes of application of their admissions criteria.
- ❖ The Post Primary Transfer Consortium Ltd would like the Assessment Centre where your child was registered to share your child's Outcomes with his / her primary school.

Please circle "YES" or "NO" to indicate whether you agree to this information being shared in this way. YES / NO

Parent/Guardian Signature: _____

Date: _____

The deadline for the receipt of Registration Forms is **2.00 pm Friday 23rd September 2022**. 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

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) by **2.00 pm Friday 23rd September 2022**. Special Circumstances claims may only be Registered **after** the assessment and up to **2.00 pm Wednesday 14th December 2022**.

1. **Access Arrangements** are approved by the PPTC Assessment Centre before the assessment. 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** will be considered during the Admissions process in 2023 by the Board of Governors of each school to which you apply on behalf of your child. Before or during the Entrance Assessment, a child might experience medical or other problems which affect his/her performance in the Entrance Assessment and these difficulties are referred to as Special Circumstances. When this child applies for a place in a school which is using academic selection, his/her parents can provide appropriate evidence to the Board of Governors to show that their child had experienced Special Circumstances and ask that the grade / score / cohort percentile achieved in the Entrance Assessment should be adjusted.

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 when submitting the Registration Form**. Applications must outline the need(s) of the child and indicate the evidence available in support of the application. In exceptional circumstances, where Access Arrangements need to be requested after the Registration Form has been submitted, e.g. because of an accident or emergency situation, the school in which the child will take the assessment should be informed as soon as possible.

For Office Use:

Date received:

Assessment Centre:

Date Receipt sent:

Date Birth Certificate returned:

Access Arrangements (if applicable):

Irish Medium Assessment (if applicable):

Dietary / Medical (if applicable):

Note re: sharing info. with primary school (**if consent withheld**):

Ref. No:

Pupil ID number on GLdatafile: