

POST PRIMARY TRANSFER CONSORTIUM

GUIDANCE NOTES 2022-23

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 2023. 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 your 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 1b – To help us identify your child's class bubble

Enter the number of P7 classes in your child's primary school, the name of your child's P7 teacher (Title e.g. Miss, Ms, Mrs, Mr etc. and Surname) and also the class name if there is one. In the event that additional health and safety precautions are needed PPTC schools will want, as far as possible, to place pupils from the same P7 class bubble together in the same Assessment Centre.

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 mobile number for receiving texts from the Assessment Centre.

SECTION 3 - Access Arrangements to enable children to sit the Entrance Assessment

- 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 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.

SECTION 4 – Assessment Centre Location

PPTC schools 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. If 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. Please note that, for 2022-23, if additional health and safety precautions are needed then, Assessment Centres will be working with one another to help ensure, as far as possible, that pupils from the same P7 class bubble can be in the same Assessment Centre. This may mean that, if pupils from the same P7 class bubble have been registered at different Assessment Centres then it may be necessary to allocate some pupils to a Centre which was not the first preference.

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. Please read each point carefully. 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 these 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 you may request one re-mark of your child's assessment outcomes. The deadline for receipt of such requests is **2.00 pm Tuesday 21st February 2023**. 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, if you wish your child to sit the Supplementary Entrance Assessment, on **10th December 2022**, because he/she was absent on **12th November 2022**, then you MUST notify the Assessment Centre in writing as outlined in the Guidance Notes. You understand that the deadline for notification is **2.00pm Monday 21st November 2022**.

- 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 Wednesday 14th December 2022** at the Assessment Centre where your child sat the Entrance Assessment.
- You accept that all Assessment material used remains the property of GL Assessment.
- You 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.
- 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 Ltd work 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 two copies of the Statement of Outcomes to parents / guardians. In addition, if you give your permission, they will send a copy to the Primary School.

- You accept that the Post Primary Transfer Consortium Ltd needs to send information about your 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.
- You accept that the Post Primary Transfer Consortium Ltd requires GL Assessment to send a Statement of your child's Outcomes to the Assessment Centre where your child has been registered to sit the Entrance Assessment.
- You accept that the Post Primary Transfer Consortium Ltd requires the Assessment Centre where your child was registered to be able to share information provided on the Registration Form(s) and your child's assessment outcomes with any schools listed in the Guidance Notes, to which you applied and which may request such information for the purposes of application of their admissions criteria.

Data Protection regulations (GDPR) mean that you must opt-in to allow information about your child to be shared. Please carefully read the final statement which is given in the "Declaration" section of the application form.

If you circle "YES" you will be giving the Assessment Centre permission to send a copy of your child's Entrance Assessment outcomes to his / her primary school.

If you circle "NO" you will be stating that you do not wish your child's Entrance Assessment outcomes to be sent to his / her primary school.

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 23rd September 2022.

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 23rd September 2022 will only be accepted for registration if the parent / guardian can provide appropriate documentary evidence in support of an acceptable reason for late registration and if the local Assessment Centre can make the necessary arrangements. 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 12th November 2022** you may request that your child be allowed to sit the Supplementary Entrance Assessment on **Saturday 10th December 2022**. 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 21st November 2022**. 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 **12th November 2022**.

POST PRIMARY TRANSFER CONSORTIUM

Assessment Centres 2022-23

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| Abbey Christian Brothers' Grammar School | 77A Ashgrove Road, Newry BT34 1QN | www.abbeycbs.org |
| Antrim Grammar School | 10 Steeple Road, Antrim BT41 1AF | www.antrimgrammar.org |
| Aquinas Diocesan Grammar School | Ravenhill Road, Belfast BT6 0BY | www.aquinasgrammar.com |
| Assumption Grammar School | 24 Belfast Road, Ballynahinch BT24 8EA | www.assumptiongrammar.org.uk |
| Campbell College, Belfast | Belmont Road, Belfast BT4 2ND | www.campbellcollege.co.uk |
| Christian Brothers' Grammar School | Kevlin Road, Omagh BT78 1LD | www.omaghcbs.org |
| Dominican College Belfast | 38 Fortwilliam Park, Belfast BT15 4AQ | www.dominicancollege.org.uk |
| Hunterhouse College | Upper Lisburn Road, Finaghy BT10 0LE | www.hunterhousecollege.org.uk |
| Lagan College | 44 Manse Road, Belfast BT8 6SA | www.lagancollege.com |
| Loreto Grammar School Omagh | James' Street, Omagh BT78 1DL | www.loretogs.com |
| Lumen Christi College | Bishop Street, Derry BT48 6UJ | www.lumenchristcollege.co.uk |
| Mount Lourdes Grammar School | Belmore Street, Enniskillen BT74 6AB | www.mountlourdes.com |
| Our Lady and St Patrick's College Knock | 120 Gilnahirk Road, Belfast BT5 7DL | www.knock.co.uk |
| Our Lady's Grammar School | Chequer Hill, Newry BT35 6DY | www.ourladysgrammar.co.uk |
| Rainey Endowed | 79 Rainey Street, Magherafelt BT45 5DB | www.raineyendowed.com |
| Rathmore Grammar School | Kingsway, Finaghy, Belfast BT10 0LF | www.rathmoregrammarschool.org |
| Sacred Heart Grammar School | 10 Ashgrove Avenue, Newry BT34 1PR | www.shsnewry.com |
| Slemish College | 147a Larne Road, Ballymena BT42 3HA | www.slemishcollege.org.uk |
| St Colman's College | Violet Hill, 46 Armagh Road, Newry BT35 6PP | www.stcolmans.org.uk |
| St Columb's College | Buncrana Road, Derry BT48 8NH | www.stcolumbs.com |
| St. Dominic's High School | 135-137 Falls Road, Belfast BT12 6AE | www.stdominics.org.uk |
| St Joseph's Grammar School | 58 Castlecaulfield Rd, Donaghmore BT70 3HE | www.stjosephsdonaghmore.com |
| St Louis Grammar School Ballymena | Cullybackey Road, Ballymena BT43 5DW | www.stlouisgrammar.com |
| St Louis Grammar School Kilkeel | 151 Newry Road, Kilkeel BT34 4EU | www.stlouis.org.uk |
| St Malachy's College | 36 Antrim Road, Belfast BT15 2AE | www.stmalachyscollege.com |
| St Mary's Christian Brothers' Grammar School | 147a Glen Road, Belfast BT11 8NR | www.stmaryscbgs.com |
| St Mary's Grammar School Magherafelt | 3 Castledawson Road, Magherafelt BT45 6BE | www.stmarysmagherafelt.com |
| St Michael's College Enniskillen | Drumclay, Enniskillen BT74 6DE | www.saintmichaels.org.uk |
| St Patrick's Academy Dungannon | 37 Killymeal Road, Dungannon BT71 6DF | www.stpatricksacademy.org.uk |
| St Patrick's Grammar School Downpatrick | 109 Saul Street, Downpatrick BT30 6NJ | www.spgs.org.uk |
| Thornhill College | Culmore Road, Derry BT48 8JF | www.thornhillcollege.org.uk |
| Victoria College | 2a Cranmore Park, Belfast BT9 6JA | www.victoriacollege.org.uk |
| Wallace High School | 12a Clonevin Park, Lisburn BT28 3AD | www.wallacehigh.org |
| Wellington College Belfast | 18 Carolan Road, Belfast BT7 3HE | www.wellingtoncollegebelfast.org |