

## Registration Form and Guidance Notes for Common Entrance Assessment

For children entering P7 in 2016 who wish to apply to any of the schools listed below.

**OPENING DATE FOR REGISTRATION FORMS: 3 MAY 2016**  
**CLOSING DATE FOR REGISTRATION FORMS: 9 SEPTEMBER 2016**

The schools listed below are entitled to use the Common Entrance Assessment in their admissions process.

Please complete this form to register your child for the Common Entrance Assessment.

### **Belfast Area**

Belfast Royal Academy  
Bloomfield Collegiate Grammar School  
Campbell College  
Grosvenor Grammar School  
Hunterhouse College  
Methodist College Belfast  
Royal Belfast Academical Institution  
Strathearn School  
Victoria College  
Wellington College

### **North-Eastern Area**

Antrim Grammar School  
Ballyclare High School  
Ballymena Academy  
Belfast High School  
Cambridge House Grammar School  
Carrickfergus Grammar School  
Coleraine Grammar School  
Dalriada School, Ballymoney  
Larne Grammar School

### **South Eastern Area**

Bangor Grammar School  
Down High School  
Friends' School, Lisburn  
Glenlola Collegiate School  
Regent House School  
Sullivan Upper School  
The Wallace High School

### **Western Area**

Enniskillen Royal Grammar School  
Foyle College  
Limavady Grammar School  
Omagh Academy  
Strabane Academy

### **Southern Area**

Banbridge Academy  
The Royal School, Armagh  
The Royal School, Dungannon

- It is the responsibility of **parents** to ensure that the CEA registration form is completed.
- Please read the Guidance Notes carefully before completing the form

# Guidance Notes

## Filling in the Form

- Please ensure ALL SECTIONS of the Registration Form are completed.
- Complete a separate form for each child.
- Use **black ink** only and write clearly in **BLOCK CAPITALS**.
- Please ensure a photocopy of the child's birth certificate, three recent passport sized photographs of your child and payment of £48 per child (or evidence of Free School Meals entitlement) are all included.
- Please ensure the correct postage is paid for the envelope size and weight. Failure to do so will result in your form being held in the Post Office which will both delay your registration form reaching the AQE office and will incur a fee, which must be paid before your registration can be completed.

## Section A Personal details

- Please complete all boxes in Section A.
- Enter your child's **full name** in the boxes provided and **circle the name by which your child is known**. If your child's surname is different from that on their birth certificate, please use the name your child is known by on the Registration Form  
e.g. KATHERINE (GRACE) WILSON.
- Write the date of birth in full numbers e.g. 1 March 2000 should be written as

0	1	0	3	2	0	0	0
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## Section B Special Access Arrangements

- **Definition of disability:** 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 effect on his/her ability to carry out normal day-to-day activities. This may also apply to children with a learning disability. If your child meets this definition of disability, please tick the box labelled **Yes**.
- Access arrangements may also apply to candidates whose first language is neither English nor Irish and who have spent less than three years in the United Kingdom and/or Ireland before September 2016. If your child falls into this category, please tick the box labelled **Yes**.
- If your child has a statement of Special Educational Needs, he or she does not have to sit the Common Entrance Assessment (CEA).
- If you have ticked **Yes** for either or both of the above questions, you will be sent an additional Application Form for Access Arrangements (AAC/D or AAC/L) personalised for your child, with further information on how to proceed. **Please do not send additional documentation relating to the child with this Registration Form.**

## Section C Parent/guardian contact details

- Please complete information for two contacts with different telephone numbers.
- The 1<sup>st</sup> contact should be the person to whom all communications from AQE or the Assessment Centre should be sent (both written and verbal).
- The 2<sup>nd</sup> contact will be used if the 1<sup>st</sup> contact cannot be reached. No written communication will be sent to the 2<sup>nd</sup> contact, unless specifically requested.
- No information regarding a child can be given to anyone other than the 1<sup>st</sup> or 2<sup>nd</sup> contact, unless verbal or written permission is given by the 1<sup>st</sup> contact.

## Section D Preferred school location for the assessment

- Please note this is on a **FIRST COME, FIRST SERVED** system.
- Please complete all four choices with different schools. Failure to do so may result in a delay in your registration if contact is required to select alternative choices. This is especially important for registration during August and September.
- This section is not an application for a place in a post-primary school. The preferences listed in this section apply to the schools where your child will complete the assessment and **has no bearing on admission to a post-Primary school in the future.**

## Section E Payment

- The fee for the assessment is £48.00 and is non-refundable.
- Registration forms received **after** the closing date of 9 September 2016 will be subject to a **late entry fee** (including those with Free School Meals entitlement).
- **Payment by cheque or postal order:** should be crossed and made payable to AQE Ltd at the address on the front of this form. The child's full (known) name should be written in BLOCK CAPITALS on the back of the payment.
- **Payments by cash:** should only be hand-delivered to the AQE Office at the address on the front of this form. Please note that no receipts are normally issued - a letter of confirmation is sent once your child has been registered (within 3 weeks maximum of AQE receiving the form).
- **Children entitled to Free Schools Meals:** you do **not** have to pay the fee if your child is entitled to free school meals at the time of completing the Registration Form. Confirmation of this entitlement must be sent with the registration form; this can either be a photocopy of the confirmation letter from the Education Authority or a letter on headed paper from your Primary School Principal. *Please note applications for renewal, completed by parents and addressed to the Education Authority WILL NOT BE ACCEPTED as proof of entitlement.*

## Section F Irish Language

- An Irish language version of the Common Entrance Assessment is available. If you wish your child to sit the assessment in the Irish language, then you should tick the box.

## Section G Declaration

- All forms must be signed and dated by the parent/guardian of the child taking the test.

Confirmation of your Registration Form being received will be in the form of your child's Admission Card. If you do not receive this within 3 WEEKS please contact the AQE Office urgently.

# Registration Form

**Section A Personal Details:** Please enter your child's details below. If they are known by any name other than their first given name and surname, please indicate this by circling the name by which they are known.

First name(s)

Surname

Address

Town

Postcode

Gender Male  Female  Date of Birth

**\*\* You must enclose a photocopy of your child's birth certificate (long or short version) \*\*** This will not be returned.

Primary School name

Primary School town/area

Primary School postcode

## Section B Special Access Arrangements

Based on the definition of disability in the Guidance Notes, found on page 2, does your child have a disability? (please note this includes, but is not limited to, learning disabilities)

Yes  No

My child's first language is neither English nor Irish and he/she will have spent less than three years in the United Kingdom and/or Ireland before September 2016.

Yes  No

If you have answered Yes to one or both of the above questions, please provide further details below of the reasons why your child requires Special Access Arrangements.

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## Section C Parent/Guardian contact details

**1st contact** (to whom all communication, including results, will be sent)

Title Mr  Mrs  Ms  Miss  Dr  Other \_\_\_\_\_ (please state)

First name

Surname

Tel. (mobile)  Tel. (home/work)

Relationship to child

**2nd contact (for emergency contact only)**

Title Mr  Mrs  Ms  Miss  Dr  Other \_\_\_\_\_ (please state)

First name

Surname

Relationship to child  Preferred Tel.

# Registration Form

## Section D Preferred school location for the assessment

(As this is a 'first come, first served' system please ensure that you complete all four choices using the list of schools on the front cover of this form).

1 <sup>st</sup> preference																				
2 <sup>nd</sup> preference																				
3 <sup>rd</sup> preference																				
4 <sup>th</sup> preference																				

## Section E Payment

The fee for the Assessment is £48.00, unless your child is currently entitled to Free School Meals. Please refer to the guidance notes on page 2 for the payment options.

Method of payment:    Cheque                          Postal order                          Cash (hand-delivered only)   

**OR**

My child is in receipt of Free School Meals (FSM):   

(confirmation from your Education Authority or Primary School must be included)

## Section F Irish Language

An Irish language version of the CEA will be available; if you wish your child to sit the assessment in the Irish language, please tick the box.   

## Section G Declaration

- I have read the notes that accompany this form and I declare that all of the information provided is correct.
- I agree to co-operate with the Association of Quality Education if they request additional information.
- I will be responsible for taking and collecting my child to and from the allocated assessment centre.
- I acknowledge that I may request one re-mark of my child's assessment, that I will have to pay for that re-mark, and that I will have to apply for such a re-mark within 14 days of the date on which the results of the assessment are despatched by the Association for Quality Education Limited to me.
- I acknowledge that if I do not seek such a re-mark within that period of 14 days, the original mark obtained by my child shall be final and not subject to challenge, and if I seek a re-mark, the mark obtained by my child on such a re-mark shall be final and not subject to challenge.
- I consent to the Association for Quality Education Limited making available to any post primary school using the Common Entrance Assessment, or any Primary School requesting information, the result obtained by my child in the assessment.
- I acknowledge that the assessment papers and answer booklets submitted by my child are and shall remain the property of The Association for Quality Education Limited

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

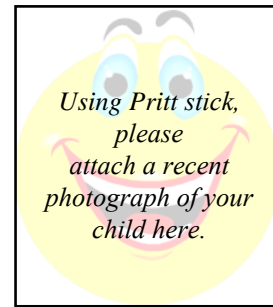
## Section H Attachments

Please ensure you have included all the following attachments.

A photocopy of your child's birth certificate.   

Payment / FSM confirmation   

Three passport sized photographs of your child.   



Completed forms should be returned to AQE Office, Unit 3, Weavers Court Business Park, BELFAST, BT12 5GH on or before **9 September 2016**. Any forms received after this date will be subject to a late entry fee. A late Registration Form may prevent your child from sitting the CEA in one of his/her preferred schools.