



Association for Quality Education Limited

# Registration Form & Guidance Notes

for the

## Common Entrance Assessment

For children entering Primary 7 in September 2017 who wish to apply to any of the schools listed below.

**Opening Date for Registration Forms: Tuesday 2<sup>nd</sup> May 2017**  
**Final Date for Registration Forms: Friday 8<sup>th</sup> September 2017**

This form **MUST** be completed to register your child for the Common Entrance Assessment.

The schools listed below are the only ones used as Assessment Centres.

### 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  
Larne Grammar School

### 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

### SOUTH EASTERN AREA

Bangor Grammar School  
Down High School  
Friends' School  
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

**SPACES ALLOCATED ON A  
'FIRST COME, FIRST  
SERVED' BASIS.**

**Each centre has a limit to  
the number of candidates  
they can accommodate.**

- 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 or passport, two recent passport sized photographs of your child and payment (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. We recommend sending all documentation by recorded delivery, for tracking purposes.

## 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. e.g. KATHERINE **GRACE** WILSON. 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**.
- Write the date of birth in full numbers e. g. 1<sup>st</sup> March 2005 should be written as 

0	1	0	3	2	0	0	5
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## SECTION B SPECIAL ACCESS ARRANGEMENTS

- Children who possess a **learning difficulty or any other physical, mental or medical impairment** which may have a negative impact upon his/her ability to perform at their best in the assessments, may qualify for special arrangements (known as 'Access Arrangements') to be put in place to support them.
- 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 2017.
- If you believe that either or both of these categories may apply to your child, please read the guidance, GS 17 07 1 and fill in the form ACC/17, before returning it to the AQE Office with your completed Registration Form. Both GS 17 07 1 and ACC/17 will have been enclosed with this form but further copies may be downloaded from the AQE website, or obtained from one of the following: the AQE Office; your primary school; or any AQE grammar school (listed on the front cover of the Registration Form).
- If your child has a statement of Special Educational Needs, he or she does not have to sit the Common Entrance Assessment (CEA) to apply for an AQE grammar school.

## SECTION C PARENTAL 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 ASSESSMENT CENTRE

- Please note **this is on a FIRST COME, FIRST SERVED basis**.
- Please complete all four choices with different assessment centres, from the list on the front cover of the Registration Form. Failure to do so may result in a delay in your registration, especially if you are submitting a form during August & September.
- The preferences listed in this section apply to the schools where your child will complete the assessment only and **has no bearing whatsoever 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.
- All Registration Forms should be completed and returned to the AQE Office by no later than 8<sup>th</sup> September 2017. Late Registration Forms will be considered only when there are clear extenuating circumstances and in such cases a **late entry fee of £72.00** will be incurred.
- **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 name (as it appears in Section A of the Registration Form) should be written in BLOCK CAPITALS on the back of the payment.
- **Payments by cash or credit/debit card:** these may apply only when handled in person in the AQE Office at the address on the front of this form. Please note that no receipts are normally issued with cash payments - 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 (provided the form is received by the AQE Office no later than 8<sup>th</sup> September 2017). 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.**

Confirmation of your registration will be in the form of your child's Admission Card. If you do not receive this after 3 WEEKS please contact the AQE Office urgently.

**Section A Personal Details:** Please enter your child's details below and circle 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**

Children who possess **a learning difficulty or any other physical, mental or medical impairment** which may have a negative impact upon their ability to perform at their best in the assessments, may qualify for arrangements (known as 'Access Arrangements') to be put in place to support them.

If you wish to apply for Special Access Arrangements for any of the above reasons, please tick this box:

Special Access Arrangements may also apply to children whose **first language is neither English nor Irish** and who have **spent less than three years in the UK/Ireland before September 2017**.

If you wish to apply for Special Access Arrangements for the above reason, please tick this box:

If you have ticked either or both of the boxes above, please complete the form ACC/17 and attach it to the Registration Form, together with all appropriate and relevant evidence, and return it to the AQE Office by 8<sup>th</sup> September 2017.

**Section C Parent/Guardian contact details**

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

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

First name(s)

Surname

Tel. (mobile)  Tel. (other)

Relationship to child:

**2<sup>nd</sup> contact** (for emergency contact only)

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

First name(s)

Surname

Relationship to child:  Preferred Tel:

## Section D Preferred assessment centre

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

1 <sup>st</sup> preference	<input type="text"/>
2 <sup>nd</sup> preference	<input type="text"/>
3 <sup>rd</sup> preference	<input type="text"/>
4 <sup>th</sup> preference	<input type="text"/>

## 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 for the payment options. *Late Registration Forms arriving at the AQE Office after 8<sup>th</sup> September 2017 will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £72.00 will be incurred. Late entry Registration Forms of candidates entitled to Free School Meals will also be subject to a late entry fee, details of which are obtainable from the AQE Office.*

Method of payment: Cheque  Postal order  Cash or debit/credit card   
*(delivered in person only)*

OR

My child is in receipt of free school meals and I enclose confirmation from the Education Authority / Primary School Principal. *(delete as appropriate)*

## 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 (e.g. the original birth certificate for my child) as part of their checking procedures of candidates.
- 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 dispatched 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

Your Registration Form cannot be processed without the following attachments. Please tick the checklist.

- A photocopy of your child's birth certificate
- Two identical passport sized photographs of your child
- Payment / Confirmation of FSM entitlement



Where you are applying for Special Access Arrangements, you must also include:

- Form ACC/17 with accompanying evidence

**Completed forms should be returned to AQE Office, Unit 3, Weavers Court Business Park, BELFAST, BT12 5GH on or before 8 September 2017.** Any forms received after this date will be subject to a late entry fee, including for those entitled to Free School Meals. Late registration may also prevent your child from sitting the CEA in one of his/her preferred assessment centre.