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# REGISTRATION DURING THE COVID-19 PANDEMIC

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AQE staff are currently working from home with limited access to the AQE Office. We have provided an online registration form to allow parents to register their children in a way which can be processed immediately by staff at home. Please consider using the online form, which can be found at [www.aqe.org.uk](http://www.aqe.org.uk).

Any form submitted by post to the AQE Office, will be processed as soon as possible but will experience delays due to the current circumstances. **We are not accepting forms by hand delivery to the office at this current time.**

While all forms will be processed, Admissions Cards will not be posted out to any candidates until such times at the office can safely re-open to all AQE staff.

***Please be aware that in the event of the assessments being cancelled by AQE, the fee will be partially refunded (£20). The remaining £35 is non-refundable.***



Association for Quality Education Limited

# Registration Form & Guidance Notes

for the

## Common Entrance Assessment

For children entering Primary 7 in September 2020 who wish to apply to any of the schools listed below.

**Opening Date of Registration:** Thursday 14<sup>th</sup> May 2020 from 9am  
**Final Date for Registration Forms:** Friday 25<sup>th</sup> September 2020 at 4pm

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

*Confirmation of your registration will be in the form of your child's Admission Card. Please note it can take 4 WEEKS for registration forms to be processed and Admissions Cards issued to parents. We recommend you send documentation by recorded delivery as confirmation of delivery and proof of postage.*

**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

**Spaces allocated on a "first come, first served" basis.**

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

### **WESTERN AREA**

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

### **AQE OVERFLOW CENTRES**

Overflow A in Lisburn  
Overflow B in Central Belfast  
Overflow C in East Belfast  
Overflow D hosted by Lagan College

### **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.
- AQE Overflow Centres are run by AQE Ltd; all contact will be through AQE directly, not the centre. Please see our website for further information.

**Address: AQE Office, Unit 3 Weavers Court Business Park, BELFAST, BT12 5GH Tel: 028 9022 4002**

**Email: [info@aqe.org.uk](mailto:info@aqe.org.uk) Website: [www.aqe.org.uk](http://www.aqe.org.uk)**

# Guidance Notes

- 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, one recent passport sized photographs of your child and payment method (or evidence of Free School Meals entitlement)** are all included. **DO NOT SEND YOUR CHILD'S FULL PASSPORT.**
- **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 incur a fee, which must be paid before your registration can be completed. We recommend sending all documentation by recorded delivery, as confirmation of delivery.

## SECTION A PERSONAL DETAILS

- Please complete all boxes in Section A.
- Enter your child's **full name** in the boxes and **circle the name by which your child is known** (if it is not their first given name). If your child is known by a different surname from that on their birth certificate, **please use the name your child is known by.**
- Write the date of birth in full numbers e. g. 1<sup>st</sup> March 2010 should be written as

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

- Parents of children **who have a diagnosed or identified significant need which requires reasonable adjustments** to sit the Common Entrance Assessments can apply for Access Arrangements by ticking the box in Section B and submitting form ACC/20 along with evidence. All relevant documentation can be found online (<https://aqe.org.uk/access-arrangements/>) or in hard copy from the AQE Office.
- Parents of children 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 2020 can apply for Access Arrangements by ticking the box in Section B and submitting form ACC/20 along with evidence. All relevant documentation can be found online (<https://aqe.org.uk/access-arrangements/>) or in hard copy from the AQE Office.

## SECTION C PARENTAL CONTACT DETAILS

- You must 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 or documentation is provided which confirms the third party is entitled to access the information requested.

## 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.** If all your choices are full at the time of processing, we will contact you with alternative choices as close to your home address as possible.
- 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 £55.00 and **is non-refundable.**
- All Registration Forms should be submitted to the AQE Office no later than 25<sup>th</sup> September 2020. Late Registration Forms will be considered only when there are clear extenuating circumstances and in such cases **a late entry fee of £80.00** will be incurred in place of the original fee. *Late applicants entitled to FSM will be charged a late entry fee of £55.00.*
- **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 at the AQE Office:** 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 issued with cash payments and no members of AQE staff will be available to check documentation.** A small postal box will be available for hand deliveries in the main reception of the Business Park during working hours.
- **Online payment:** If you wish to pay online please go to [www.aqe.org.uk](http://www.aqe.org.uk) and follow the instructions in the 'Registration' section. Once a successful payment has been made you will receive an e-mailed receipt of payment with an order number (Order #). **Please provide your Order # on Section E of this form, in the space provided.** If for some reason you do not receive a receipt, please contact the AQE Office.
- **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 25<sup>th</sup> September 2020). 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 or confirmation of Tax Credits WILL NOT BE ACCEPTED as proof of entitlement.**

**Confirmation of your registration will be in the form of your child's Admission Card. Please note it can take 4 WEEKS for registration forms to be processed and Admissions Cards issued to parents. We recommend you send documentation by recorded delivery as confirmation of delivery and proof of postage.**

## Section A Personal Details:

Please enter your child's details below and **circle the name by which they are known if it is not their first given name.**

First name(s)

Surname

Address

Town

Postcode

Gender Male  Female  Date of Birth

Primary School name

Primary School town/area

Primary School postcode

## Section B Special Access Arrangements (final date to submit applications is 25<sup>th</sup> September 2020)

Parents of children who have a diagnosed or identified significant need which require reasonable adjustments can apply for Access Arrangements. Please consult the published Guidance Notes (available online at <https://aqe.org.uk/access-arrangements/>) for further information.

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 2020.**

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

If you have ticked the box above, please complete and submit the form ACC/20 (available online at <https://aqe.org.uk/access-arrangements/>) together with all appropriate evidence.

## 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)

E-mail:

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). If all your preferences are full at the time of processing, we will contact you directly with alternative centres, as close to home as possible.

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 (£55.00)

If your child is **currently** entitled to Free School Meals the fee does not apply but you must include proof of entitlement. *Late Registration Forms arriving at the AQE Office after 25<sup>th</sup> September 2020 at 4pm will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £80.00 will be incurred in place of the normal fee. Late applicants entitled to FSM will be charged a late entry fee of £55.00.*

Method of payment: Cheque  (or Postal Order)      Cash  (delivered in person only - no receipt provided)      Online payment  (via www.aqe.org.uk; please provide the Order # from your payment receipt in the box.)

**OR**

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

(Application forms to the Education Authority, completed by parents or confirmation of Tax Credits **will not** be accepted)

## 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 GDPR Permissions

The following sections should be completed by the person with parental responsibility for the child on this registration form. By ticking the box(es) below, you are agreeing for your child's result to be sent there **in addition to the home address given on this Registration Form:**

- We would like to send your son/daughter's AQE Result to **the school where your son/daughter sat the AQE Common Entrance Assessment**. Please tick the box to indicate that you agree to this information being shared in this way.
- We would like to send your son/daughter's AQE Result to **the Principals of all the AQE Member Schools**. Please tick the box to indicate that you agree to this information being shared in this way.
- We would like to send your son/daughter's AQE Result to **their Primary School**. Please tick the box to indicate that you agree to this information being shared in this way.
- I give my consent for AQE Limited to share my child's details and test result(s) **with the Education Authority** for the purposes of the admissions process. This consent is required if a proposed new online admissions process is ready for 2020/21. Please tick the box to indicate that you agree to this information being shared in this way.

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

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

## Section H Attachments

Your Registration Form cannot be processed without the following attachments.

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

If you are applying for Special Access Arrangements, you can include ACC/20 with accompanying evidence or you can submit this at a later stage as long as it is with the AQE Office by 4pm on Friday 25<sup>th</sup> September 2020.

**Completed forms must arrive in the AQE Office, Unit 3, Weavers Court Business Park, BELFAST, BT12 5GH on or before 25<sup>th</sup> September 2020. We recommend you post your registration documents by recorded delivery as proof of receipt.**

