



Guidance Notes for completing the Online Registration Form May – September 2020

Please ensure you read this document before submitting your online registration. This information is relevant for parents of children who are due to begin Primary 7 in September 2020.

To register online please visit our website (www.aqe.org.uk) where you will find instructions on paying your registration fee (if required), uploading documents and submitting your registration form. Registration will remain open until at least Friday 25th September 2020 at 4pm. Whilst we strongly advise parents to register using the online form, a version of the form will be available on the AQE website which can be printed and completed by hand. The form can then be posted to the AQE Office anytime from Thursday 14th May 2020. *Please note that due to the lockdown conditions, paper forms received by the AQE Office will take much longer to process than the online forms.* There is no facility for hand delivering registration forms at this current time.

Admissions Cards will be processed over the summer months, provided government restrictions allow the AQE staff to return to the office to do so. Confirmation of registration will be by way of your candidate number which you will receive on screen after you submit your registration (and via e-mail).

Spaces in assessment centres are allocated on a first come, first served basis. Where possible we will try and give guidance via our website / e-mail circular when assessment centres have filled to capacity. We thank you for your patience and understanding as we strive to provide the best service we possibly can in these new and uncertain times.

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Contact Information:

In order to help us respond to queries more efficiently we ask that, where possible, you direct your concerns to the following contact person:

- **Online Payment** (including if you have not received a four digit Order Number): hollie@aqe.org.uk
- **E-mail submission of documents** (where these have not been submitted via the online form): ciara@aqe.org.uk
- **If no confirmation has been received** (i.e you do not have a candidate number): julie@aqe.org.uk
- **All other queries** (including Access Arrangements): info@aqe.org.uk

- Please ensure ALL SECTIONS of the Registration Form are completed, using a separate submission for each child.
- Fields marked with * are required and must be completed before you can move to the next section.
- You should, if possible, pay your online registration fee via our website prior to completing your online form and have your four digit Order Number ready to submit in the relevant section.
- Where possible, you should have the following ready to upload:
 - a scanned copy of the child's birth certificate (long or short version) OR passport
 - one recent passport sized photographs of your child
 - where relevant an electronic/scanned copy of your evidence of Free School Meals entitlement (see the relevant section below for examples of acceptable evidence)

In all cases, payments and documentation can be submitted at a later date, but please be aware that while we will allocate your child a space based on the assessment centre preferences you provide, this will remain provisional until all outstanding items are received by AQE.

SECTION A - CHILD'S DETAILS

Child's Full First Name(s): Enter your child's full first name(s) as they are shown on their birth certificate/passport.

First Name Child is Known By: Please provide the name your child is normally known by (this is what will appear on their Admission Card and all documentation from AQE Ltd).

Child's Last Name (known by): Please provide the name your child is normally known by (this is what will appear on their Admission Card and all documentation from AQE Ltd).

Does your child have a legal last name which is different from the one they are known by?: If your child's legal last is different from the one they are known by, please select yes provide us with their legal last name. This name will not appear on any documentation but we require a record of it for identification purposes.

Child's Date of Birth: Please insert this as (DD/MM/YYYY) and do not use the calendar graphic which may appear.

Child's Primary School Name / Town or Area / Postcode: Please enter the full name without abbreviations or nicknames. Your 'Town or Area' and 'Postcode' submissions are used to identify Primary Schools with the same name, to ensure children are placed in the correct school.

SECTION B – PARENT/GUARDIAN'S DETAILS

1st Contact First Name / Last Name: The names by which the first contact is known (full name is not required)

1st Contact Address: This should be the address to which all the child's documentation and any communication from AQE or the assessment centre should be sent. All communication from AQE Ltd will be addressed to the 1st contact and not the child.

1st Contact Telephone No: This should be a number we can contact you on if there are any issues with your registration. We will only contact you if we have specific reason.

1st Contact E-mail Address: This should be an e-mail address we can contact you on if there are any issues with your registration. Your registration confirmation e-mail will automatically be sent here.

Opt in to E-mail Updates: If you wish to receive updates on the AQE process directly by e-mail please tick the box. Your e-mail information will be removed once the current cycle ends in Spring 2021.

2nd Contact Information: These details will only be used if we cannot get in touch with the first contact. Anyone listed as a second contact can be provided with copies of documentation on request, with the exception of the Admissions Card.

SECTION C – ASSESSMENT CENTRES

Spaces in assessments centre are allocated on a 'first come, first served basis'.

Please select in order of preference the assessment centres which are most suitable for your child to sit the assessments. You should be aware this has no impact on where they will eventually apply for a post-primary school place, it is only a location to sit the Common Entrance Assessments. You must select at least two choices, but we encourage you complete all four, particularly in urban areas.

Overflow Centres are listed at the bottom, entitled AQE Overflow Centre X (Name Here).

SECTION D – ACCESS ARRANGEMENTS AND IRISH LANGUAGE

Access Arrangements: Parents of children who;

- have a diagnosed or identified significant need which requires reasonable adjustments to sit the Common Entrance Assessments or
- do not have English /Irish as a first language **and** who have spent less than three years in the UK/Ireland before September 2020

can apply for Access Arrangements by selecting 'yes' here and submitting form ACC/20 along with evidence by post when it is possible to do so. All relevant documentation can be found online (<https://aqe.org.uk/access-arrangements/>) along with further information on the process. **Access Applications cannot be submitted electronically.**

Irish Language: Irish language versions of the assessments can be provided for candidates who have indicated in advance that they require their assessments in Irish.

SECTION E – GDPR PERMISSIONS

Please indicate in the two boxes whether you give permission for AQE to share your child’s result with their Primary School Principal, AQE Member Schools and/or 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).

SECTION E – DOCUMENTATION

You may upload any or all of your accompanying documentation here as jpeg images or PDF documents.

Most smartphones have an inbuilt scanner in the 'Notes' app which is provided with iPhone and Android handsets. This should allow you to effectively photograph your documents to the quality required for online registration. To access the scanner open Notes and click the camera icon at the bottom, that should give you an option to Scan Documents.

- **Passport photographs** must be cropped to size (4.5cm x 3.5cm) and clearly identifiable. Please use a recent (within the last year) photograph of your child, it can be a photograph you have taken yourself, but should be a clear image showing only from the shoulders up.
- **Birth / adoption certificates or passports** should be scanned, not photographed to ensure the details on the document are clear and legible. Short or long versions of the birth/adoption certificates are acceptable. If you are submitting a passport, we only require the identification page and the photograph on the passport does not need to match the passport photograph submitted to AQE.

Answering the question “Is your child entitled to Free School Meals, will trigger the relevant portals to allow you to submit your payment information or Free School Meals documentation.

- **Free School Meals confirmation** must be provided if your child is entitled to FSM and you are not paying the registration fee. Acceptable confirmation includes; the letter addressed to you from the Education Authority in the last year which confirms your child is entitled to FSM **or** a letter/document from your child’s Primary School confirming they are on the Free School Meals register for the 2019/2020 academic year **or** a redacted bank statement showing current fortnightly payments from the Education Authority (cited as Bank Credit EA xx Region). *If you choose to submit bank statements please ensure all information is redacted except for your name and the relevant payment.*

The following are **not** accepted as FSM confirmation; Tax Credits **or** the application form you complete and submit to the Education Authority in order to renew your Free School meals entitlement.

- **Payment of the Registration Fee (£55)** should be made, where possible, in advance of submitting the registration form. Once your payment has been processed you will receive a four digit online order number which should be entered into the online registration form when prompted. If you wish to pay by **cheque or Postal Order**, please indicate as such. Cheques or Postal Orders should be made payable to AQE Ltd and you should provide your candidate number on your cheque/Postal Order and send it to AQE Office, Weavers Court Business Park, Belfast, BT12 5GH as soon as possible. At the moment we cannot accept payments by cash, this may change when current government restrictions are eased.

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.

SUBMITTING YOUR REGISTRATION

Once you have completed all the required fields, you should click the button ‘Submit Registration’. Upon doing so you should see a confirmation screen which confirms your submission has been successful and provides you with your child’s **candidate number**. Please take note of the candidate number. You should also receive an e-mail confirmation with the same information, this may be in your Junk Mail folder. If you do not receive an e-mail confirmation, but have a candidate number, then you do not need to contact us immediately.

TROUBLE SHOOTING:

- If the online form is not letting you move on to next section, please ensure you have completed all sections marked with * as these are required and you cannot move on without completing them.
- If you did not receive an e-mail confirmation, but you did receive a candidate number via the confirmation screen this is sufficient as proof of registration and confirmation that your registration was successful.
- If you are unable to upload any of your documentation, you can leave it, submit your registration and e-mail the documents separately to the relevant address on Page 1 of this document. Alternatively they can be posted but please ensure you include your candidate number.