

## **Guidelines for Parents on Special Circumstances, Special Provisions or Special Cases**

Schools operating the CEA are committed to considering applications for what, under the previous transfer arrangements were known as Special Circumstances and Special Provisions. However, the existence of Access Arrangements and the possibility of a pupil's score being based on two out of three Common Entrance Assessment (CEA) papers should reduce the need for adjustment to a pupil's score.

The following paragraphs define these terms and provide information on what you need to do if you think that they apply to your child.

### **Special Circumstances**

Special Circumstances are medical or other problems which may have affected a pupil's performance in the CEA. The existence of Special Circumstances must be supported by documentary evidence of a medical or other appropriate nature.

### **Special Provisions**

Special Provisions apply to:

1. Children whose parents wish them to transfer to grammar schools from schools outside Northern Ireland.
2. Children who have received more than half their primary education outside Northern Ireland.
3. Children, entered for the CEA, who because of unforeseen and serious medical or other problems, were unable to participate in any of the assessments.

The existence of Special Provisions must be supported by documentary evidence.

### **Special Cases**

Please note that some schools have replaced the terms Special Circumstances and Special Provision with the term Special Cases in their admissions criteria.

### **How to Claim:**

Parents who wish to claim Special Circumstances, Special Provisions or Special Cases should:

1. Read carefully the requirements set out in the criteria for the grammar schools concerned. Each school considers claims and decides on the validity of each case.
2. Obtain **Form SC16** from either AQE or a school to which you are applying.
3. Gather the evidence required to validate the claim and support any increase in the CEA score. It is essential that all evidence is provided at the time. Parents should be aware that in the criteria of some schools, independent evidence may carry greater weight.
4. Complete **Form SC16** and then attach it along with the supporting evidence to the Transfer Form.

Please note that it is expected that all those seeking admission to a grammar school which has the result of the CEA as an admissions criterion should sit the CEA, with the exception of those applicants who take up residence in Northern Ireland after the 9<sup>th</sup> September 2016.

If you are in any doubt about the procedure or the evidence required please contact the Principal of the grammar school for advice and guidance.