

# CEA Form SC16 - Section A

Name of Pupil: \_\_\_\_\_ AQE CEA Candidate Number: \_\_\_\_\_  
(PLEASE PRINT)

*Please note – throughout this document the term “parent” is defined as the person who has legal custody of a child.*

**Section A** of this Form should be completed by parents making a claim for Special Circumstances and/or Special Provisions (Special Cases) for their son or daughter.

Parents should refer to the Admissions Criteria of the schools to which they are applying for detailed information about how Special Circumstances and Special Provisions are defined. Please note that some schools have replaced the terms Special Circumstances and Special Provision with the term Special Cases in their admissions criteria – see ‘Guidance for Parents’. The Admissions Criteria will give a clear indication of how each school intends to deal with these claims.

After you have read the Admissions Criteria, if you are in any doubt about the procedure or the evidence required please contact the Principal of the grammar school for guidance.

**Details of your claim:** Please provide a summary of your claim in Box 1 below, and if applicable, identify which of your assessment papers you believe were affected. A covering letter providing further details of your claim may also be attached to this Form.

<b>Box 1</b>

**Evidence in support of a claim:** Evidence to support the claim must be attached to this Form. The type of evidence that schools will consider is indicated in their Admissions Criteria. Parents should be aware that in the criteria of some schools independent evidence may carry greater weight.

A summary list of the evidence attached in support of the claim should be provided in Box 2 below.

<b>Box 2</b>

# CEA Form SC16 – Section A

**Educational Evidence:** A summary list of the educational evidence provided in support of the claim should be given in Box 3 below. The primary educational evidence will be section B of this Form but you should list below any additional educational evidence which you are attaching to this Form.

<b>Box 3</b>

**This Form and all the documentary evidence should be attached to the Transfer Form.**

### Declaration

I declare that all of the information provided on and with this Form is genuine and correct.

Signed: \_\_\_\_\_ (Parent)      Date: \_\_\_\_\_

Name(s) \_\_\_\_\_  
(PLEASE PRINT)

# CEA Form SC16 – Section B

Name of Pupil: \_\_\_\_\_ AQE CEA Candidate Number: \_\_\_\_\_  
(PLEASE PRINT)

## Information for the Primary School Principal

This is an application to a school for Special Circumstances/Special Provisions (Special Cases) to be taken into consideration with regard to the AQE Common Entrance Assessment (CEA) in respect of the performance of the pupil named above.

In the Education Minister’s letter of 9 November 2009 it is stated as one of the key points that

*‘Under the Freedom of Information Act, any person, including a parent, has a right to request information on class performances/achievements, provided the disclosure of the collective data would not lead to the identification of an individual pupil.’*

It may assist this application if you were to supply, **where available**, as much as possible of the data for the other pupils in the class. **No names should be given, except for that of the pupil named above.**

---

Where standardised tests scores conducted in Year 5, Year 6 and Year 7 and the results of any end of year tests in English/Irish and mathematics are available for the above named pupil, these should be recorded in **Table 1** below.

**Table 1: Information (where available) for above named pupil**

Standardised Test scores						End of Year assessments			
P5 Maths	P5 English	P6 Maths	P6 English	P7 Maths	P7 English	P5 Maths	P5 English or Irish	P6 Maths	P6 English or Irish

*Please note, some schools find it more convenient to provide information in Table 2 overleaf as a printout from a spreadsheet or other program. A signature is required to authenticate the educational data only – it does not signify any support or comment on the other information provided.*

# CEA Form SC16 – Section B

Name of Pupil: \_\_\_\_\_ AQE CEA Candidate Number: \_\_\_\_\_  
 (PLEASE PRINT)

**Table 2: Information (where available) – please identify only the pupil named above.**

Pupil	Standardised Test scores						End of Year or other assessments					AQE Score
	P5 Maths	P5 English	P6 Maths	P6 English	P7 Maths	P7 English	P5 Math	P5 Eng/Irsh	P6 Math	P6 Eng/Irsh	Other	
Pupil 1												
Pupil 2												
Pupil 3												
Pupil 4												
Pupil 5												
Pupil 6												
Pupil 7												
Pupil 8												
Pupil 9												
Pupil 10												
Pupil 11												
Pupil 12												
Pupil 13												
Pupil 14												
Pupil 15												
Pupil 16												
Pupil 17												
Pupil 18												
Pupil 19												
Pupil 20												
Pupil 21												
Pupil 22												
Pupil 23												
Pupil 24												
Pupil 25												
Pupil 26												
Pupil 27												
Pupil 28												
Pupil 29												
Pupil 30												

Comments (if any) of Principal of primary school

\_\_\_\_\_

I verify that the data contained in **Tables 1 and 2** is true and accurate.

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

Principal \_\_\_\_\_ P S

*This form should be attached to the Transfer Form.*