



Association for Quality Education Limited

Registration Form & Guidance Notes

for the

Common Entrance Assessment

For children entering Primary 7 in September 2018 who wish to apply to any of the schools listed below.

Opening Date for Registration Forms: Wednesday 2nd May 2018
Final Date for Registration Forms: Friday 7th September 2018

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.

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

Email: info@aqe.org.uk Website: 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, two 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 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 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 than that on their birth certificate, **please use the name your child is known by.**
- Write the date of birth in full numbers e. g. 1st March 2007 should be written as

0	1	0	3	2	0	0	7
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SECTION B SPECIAL ACCESS ARRANGEMENTS

- Children who possess **any physical, learning or medical impairment** which may have a negative impact upon their 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 2018.
- If you believe that either or both of these categories may apply to your child, please read the relevant Guidance Notes and fill in the form ACC/18, before returning it to the AQE Office with your completed Registration Form. All Guidance Notes and ACC/18 may be downloaded from the AQE website, or obtained from the AQE Office.

SECTION C PARENTAL CONTACT DETAILS

- You must complete information for two contacts with different telephone numbers.
- The 1st contact should be the person to whom all communications from AQE or the Assessment Centre should be sent (both written and verbal).
- The 2nd contact will be used if the 1st contact cannot be reached. No written communication will be sent to the 2nd contact, unless specifically requested.
- No information regarding a child can be given to anyone other than the 1st or 2nd contact, unless verbal or written permission is given by the 1st contact or documentation is provided which proves 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. 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 £50.00 and is non-refundable.
- All Registration Forms should be submitted to the AQE Office no later than 7th September 2018. Late Registration Forms will be considered only when there are clear extenuating circumstances and in such cases **a late entry fee of £75.00** will be incurred in place of the original fee.
- **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) 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 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). During busy periods card payments cannot be taken on the spot and card details may have to be left at the office, therefore we would recommend using the online payment option instead.
- **Online payment:** If you wish to pay online please go to www.aqe.org.uk and follow the instructions in the payment section. Once a successful payment has been made you will receive an e-mailed receipt of payment. **This should be printed off and submitted with your Registration Form as proof of payment.** If for some reason you do not receive a receipt, please contact the AQE Office immediately.
- **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 7th September 2018). 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. 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

Primary School name

Primary School town/area

Primary School postcode

Section B Special Access Arrangements

Children who possess **any physical, learning 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.

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 2018**.

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 the form ACC/18 and attach it to the Registration Form, together with all appropriate and relevant evidence. All Access applications and evidence must be with the AQE Office by 7th September 2018.

Section C Parent/Guardian contact details

1st 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:

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

Section E Payment (£50.00)

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 7th September 2018 will be considered only if there are clear extenuating circumstances, in which case a late entry fee of £75.00 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 (or Postal Order) Online payment* (please see section E of Guidance Notes) 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.

(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 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 additional information is requested as part of a checking procedure.
- I will be responsible for taking and collecting my child to and from the allocated assessment centre.
- 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.
- I understand that the information provided on this registration form will be shared with the AQE School where my son/daughter will sit the AQE Common Entrance Assessment and that this is necessary for the administration and functioning of the assessment process.

The following sections should be completed by the person with parental responsibility for the child 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 their Primary School.***
Please tick the box to indicate that you agree to this information being shared in this way.

Signed: _____

Date: _____

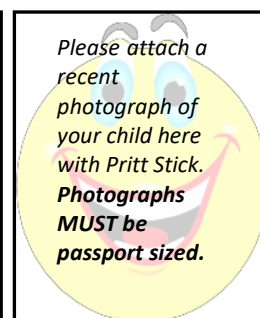
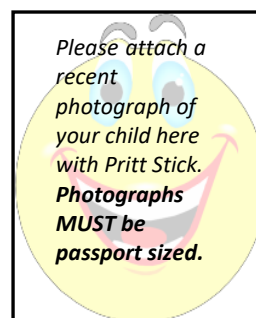
Section H Attachments

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

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

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

- Form ACC/18 with accompanying evidence



Completed forms must arrive in the AQE Office, Unit 3, Weavers Court Business Park, BELFAST, BT12 5GH on or before 7th September 2018. 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. Please ensure you have completed both pages of the Registration Form before posting.