

# Application for Special Provision

(for use in schools using the GLA Entrance Assessment as part of their admissions procedures)

## Section A

**Name of Parent/Guardian:** \_\_\_\_\_  
(BLOCK CAPITALS)

**Name of Child:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Primary School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

## Section B

Special Provision is available for children who meet one or more of the following criteria, please tick one or more of the situations outlined below which apply to your child and attach the appropriate evidence to this form:

- My child will be transferring from a primary school outside Northern Ireland
- My child has received more than half of his/her primary education in a school outside Northern Ireland
- My child has been unable to take either of the GLA Entrance Assessments due to serious medical or other problems

Did your child take the Entrance Assessment? Yes  No  Name of Assessment Centre: \_\_\_\_\_

Has your child been assess by an Education Psychologist? Yes  No

(If you have ticked Yes, please attach the report to this form)

Please provide any other information which is relevant to your application for Special Provision for your child:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

(Continue on a separate sheet if necessary and attach it to this form)

## Section C

Please complete the declaration below:

I have read and understood the information provided in the guidance information provided overleaf and in the Admissions Criteria of the schools that I have listed on the Transfer Form relating to Special Provision. I have attached all of the relevant documents from my child's primary school and other relevant sources to support and verify my application for Special Provision and all other documentary evidence in support of this application.

The information that I have provided on this form and attached to it is correct and has been appropriately verified. I accept that the provision of false or incorrect information may result in either the withdrawal of a place or the inability of a school to offer a place to my child. I agree that the information I have provided may be shared with other schools using GLA Assessment.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ (BLOCK CAPITALS)

**This application for Special Provision must be attached to the Transfer Form** (see guidance notes overleaf)

Office use only: Date received: Received by:

## Important Information on Special Provision

Please read the following notes before completing and submitting this form.

- Each school using the GLA Entrance Assessment as part of its admission procedures for Year 8 in September 2011 has published Admissions Criteria which set out the circumstances in which a parent/guardian may apply for Special Provision for his/her child. Please read these criteria to check that they are applicable to your child.
- If your child will be on the roll of a primary school in N.Ireland on 18<sup>th</sup> February 2011, please request that the primary school Principal attaches this application (SP1 form and relevant supporting documentation) to your child's Transfer Form before it is sent to the local Education & Library Board (ELB) Transfer Department.
- If your child is moving to a primary school in N.Ireland after 18<sup>th</sup> February 2011 or will be transferring directly from a primary school outside N.Ireland, you should contact the officials in the Transfer Department of the local Education & Library Board to inform them of your intention to apply to the schools of your choice. If these schools are using the GLA Entrance Assessment as part of their admissions procedures, you should complete this SP1 Form and attach it and all relevant documentation to the Transfer Form before returning it to the local ELB Transfer Department.
- If you are applying for Special Provision after 27<sup>th</sup> May 2011, you should contact each of the post-primary schools of your choice regarding obtaining a place for your child.
- In making your application for Special Provision, you are required to provide verification of the information you send to the schools of your choice. This verification should come from your child's primary school or from medical or other professionals who have been involved with your child.
  - If you are applying for Special Provision on the grounds that your child has received at least half of his/her education in a primary school outside N.Ireland or you are transferring directly from a school outside N.Ireland, you should obtain a letter on school headed notepaper from your child's current primary school signed by the school Principal which states that your child is enrolled at that school and the dates of his/her attendance.
  - If you are applying for Special Provision on the grounds that your child was unable to take the Entrance Assessment or the Supplementary Assessment due to serious medical problems or for another valid reason or has not attended primary school for a substantial period of time in Key Stage 2 due to serious medical problems or for another valid reason, you should provide a letter from your child's GP or Medical Consultant or another appropriate professional indicating the nature of the serious medical problems or reason for the absence and/or how it prevented him/her from taking either assessment.

### Completing this form

- Please complete Section A in block capitals and if your contact details change at any time, please inform the schools.
- In Section B, you should indicate the reason for your application for Special Provision by referring to the published Admissions Criteria of the schools to which you are applying:
  - Tick at least one of the criteria as applicable to your child.
  - Tick the appropriate box to indicate whether you have an Educational Psychologist's report for your child. Please attach this report and the review statement to this SP1 Form.
  - Please provide any further information that is relevant to your application for Special Provision.
  - If you have any other educational or other evidence which you wish to have considered with this application for Special Provision, please outline this evidence in Section B and attach the documents.
- **All documents as described above and any other evidence you wish to provide in support of your application for Special Provision should be securely attached to this SP1 form which should then be attached to the Transfer Form. Please retain a copy of all documents for your own records.**
- In Section C, please read carefully and understand the declaration before signing it.

### What happens next?

When the Transfer Form, this SP1 form and the required documentation as described above is received at the school of your choice from the Education & Library Board Transfer Department:

- The school will check that the form is fully completed and that all of the documents have been appropriately verified before sending you a receipt for your application.
- The school will examine your application for Special Provision and inform you whether further assessment of your child's ability is necessary to provide the school with sufficient evidence to assess your application for a place.
- If a further assessment is required, the school will arrange an agreed date for this assessment. The assessment will be administered by a suitably qualified person and you will receive a report on your child's assessment outcomes which may be shared with other schools listed on your Transfer Form.
- The school will consider your application for a place for your child along with the applications from other children.
- If the school receiving the completed SP1 form is not in a position to offer your child a place, the assessment outcomes will, if necessary, be made available to other schools as listed by you on the Transfer Form.