

CEA Form SC09 - Section A

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

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

Parent(s)/Guardian(s) 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 may have grouped Special Circumstances and Special Provisions under the heading 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 advice and guidance.

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

Box 1

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.

Box 2

CEA Form SC09 – Section A

Educational Evidence: A summary list of the educational evidence provided in support of the claim should be given in Box 3 below.

<i>Box 3</i>

Where standardised tests scores conducted in Year 5, Year 6 and Year 7 and the results of any end of year tests in English and mathematics are available, these should be recorded in **Table 1** below which must be signed by the primary school Principal.

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/Guardian) Date: _____

Name(s) _____

(PLEASE PRINT)

(* “parent” – is the person who has legal custody of the child)

Table 1

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

I verify that the data for the above named pupil contained in **Table 1** is true and accurate.

Signed: _____ Date: _____

Principal P S

CEA Form SC09 – 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.

It is recognised that no primary school is obliged to provide comparative data for other pupils in the class. However, 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.**

This form should be attached to the Transfer Form.

CEA Form SC09 – 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 assessments				AQE Score
	P5 Maths	P5 English	P6 Maths	P6 English	P7 Maths	P7 English	P5 Math	P5 Eng	P6 Math	P6 Eng	
Pupil 1											
Pupil 2											
Pupil 3											
Pupil 4											
Pupil 5											
Pupil 6											
Pupil 7											
Pupil 8											
Pupil 9											
Pupil 10											
Pupil 11											
Pupil 12											
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Pupil 26											
Pupil 27											
Pupil 28											
Pupil 29											
Pupil 30											

Comments (if any) of Principal of primary school

Signed _____ Date: _____

Principal _____ P S