

Royal School Dungannon

Claiming Special Circumstances

- RSD Guide for Parents & Guardians
of children who have taken the
SEAG 2023 Entrance Assessment**

Please note that Special Circumstances may apply for pupils who have taken the SEAG Entrance Assessment and received a score. Pupils who were unable to take the SEAG Entrance Assessment or only able to take one of the two papers (i.e. either Paper 1 or Paper 2 but not both) should use the Special Provisions process.

Claiming Special Circumstances

Your child experienced a medical or other problem which may have affected his/her score in the Entrance Assessment



Gather documentary evidence of the medical or other problem and any relevant educational evidence



You receive your child's results from the Entrance Assessment, available from **Saturday 27th January 2024**



In your opinion, did the medical or other problem affect the result your child achieved?

Yes



Proceed with your Claim for Special Circumstances



No

No further action required

Complete the Special Circumstances form (RSDSC) or equivalent and, along with your evidence, upload to the EA's online Post-Primary Transfer Application Process*



The post-primary school assesses your claim for Special Circumstances



You await the decision of the post-primary school and this will be communicated via the EA Portal.

Special Circumstances

What are Special Circumstances?

An application for a School to apply Special Circumstances may be made if medical or other problems affected a pupil's performance in the Entrance Assessment.

Prior to or during the Entrance Assessment, a child might experience medical or other problems which affect his/her performance in the Entrance Assessment and these difficulties are referred to as Special Circumstances. When this child applies for a place in a school which is using the SEAG Entrance Assessment, his/her parents can provide appropriate evidence to the Board of Governors to show that their child had experienced Special Circumstances and ask that the grade/score achieved in the Entrance Assessment should be adjusted.

Recognition or acceptance of a claim for Special Circumstances can only go some way to assist the child affected by a potentially wide range of difficulties, emotional or physical, which may have influenced his/her performance in the Entrance Assessment.

The admissions sub-committee will assess each claim for Special Circumstances and take a decision on whether Special Circumstances apply and then whether to adjust the score achieved in the Entrance Assessment. This process is carried out before any decisions are taken on the children to be selected for admission.

Has my child experienced Special Circumstances?

As a parent, you will know whether there have been medical or other problems affecting your child in the period just before or during the Entrance Assessment. While you will not immediately know whether these circumstances have had a detrimental effect on your child's outcomes in the Entrance Assessment, you are best placed to decide if they should be brought to the attention of the schools to which you will be applying for a place for your child for September 2024.

Making a claim for Special Circumstances

What should I do?

If you have any concerns that medical or other problems may have affected your child's performance in the Entrance Assessment then you should begin to gather independent evidence to support a potential claim for Special Circumstances. This should include contemporaneous medical, professional or other assessments of your child and supporting educational evidence.

On 27th January 2024, you should receive your child's results and you will be able to consider whether your child's performance in the assessment was adversely affected by the medical or other problems which he/she experienced just before or during the Entrance Assessment. You can then decide on whether to proceed with a claim for Special Circumstances. If you decide not to proceed with your claim then you need take no further action and you should proceed with your admission application for a place for your child to the schools of your choice.

If you decide to proceed with your claim for Special Circumstances and you are making an application to one or more of the schools which use the Entrance Assessment outcomes, then you should upload details of your claim and the supporting evidence to the Education Authority (EA) through completion of the Post-Primary Transfer Application. The Education Authority will then forward your Application to the school you have chosen as first preference for your child*. Completing the Special Circumstances form is the best way to ensure that you have provided all the information the school needs to consider your claim for Special Circumstances.

What does the Post Primary School do?

Boards of Governors or their delegated sub-committees have a duty to examine all of the claims for Special Circumstances and decide on their merit and the adjustment, if any, to be applied to the grade/score/cohort percentile achieved in the Entrance Assessment. Each school which receives your claim for Special Circumstances will make its own independent adjudication on your claim.

The existence of Special Circumstances DOES NOT in itself lead to admission to the school. The school must also determine whether the Special Circumstance did affect achievement in the Entrance Assessment and, if they determine that it did, adjust the score achieved in the Entrance Assessment. This process is carried out before any decisions are taken on the applicants to be selected for admission.

Examples of situations which could form the basis of a Claim for Special Circumstances

Usually, a claim can be made when the child is affected by adverse circumstances beyond his/her control. To assist you, the list below, while not exhaustive, gives examples of situations which could form the basis of a claim for Special Circumstances:

- a temporary illness or accident or injury at the time of the Entrance Assessment;
- a bereavement of an immediate family member at the time of the Entrance Assessment;
- a serious and disruptive domestic crisis arising at the time of the Entrance Assessment;
- a serious disturbance during the Entrance Assessment;
- accidental events such as being given the wrong or a defective Entrance Assessment paper;
- a failure by the post-primary school to implement previously agreed Access Arrangements;
- a terminal illness of a parent/guardian;
- a life threatening illness of the child or member of immediate family;
- a recent traumatic experience such as death of a close friend or relative;
- a flare-up of severe congenital conditions such as epilepsy, diabetes, severe asthmatic attack;
- a recent serious physical assault.

Gathering the evidence for a claim for Special Circumstances which, along with the completed RSDSC form or equivalent, will form part of the Post-Primary Transfer Application.

What evidence will I need to gather in support of my claim?

Claims for Special Circumstances must have supporting evidence which usually includes both:

- a. details of the medical or other problems which occurred just before or during the Entrance Assessment with verification by an appropriate professional;
- b. verifiable educational evidence to show that the score achieved in the SEAG Entrance Assessment does not correspond to the academic ability of your child because he/she experienced medical or other problems prior to or during the time of the Entrance Assessment.

You should provide all results and other information in the detail and format requested within the admissions criteria of the particular schools which you have nominated in your Post-Primary Transfer Application.

If you need further assistance on Claiming Special Circumstances, you may wish to contact the school(s) to which you intend to apply for a place for your child.

The Department of Education has placed the responsibility on post-primary schools for verifying all evidence used in the admissions process.

Before you submit the Post-Primary Transfer Application, you should ensure that:

- the outcomes achieved in the SEAG Entrance Assessment by your child have been recorded in the Application.
- the results information for your child, which you downloaded from your dashboard from the SEAG website (seagni.co.uk), is uploaded with the Application.
- the completed RSDSC form or equivalent and all of your documentary evidence is uploaded with the Application.

You are advised to retain a copy of the RSDSC form or equivalent and the documentary evidence you uploaded with the Post-Primary Transfer Application. When you are satisfied that the Application is completed and all of your information is recorded and uploaded, you should submit it to the Education Authority.

What will happen to my claim?

The Education Authority Post-Primary Admissions Team will process all of the Post-Primary Transfer Applications to be accessed by the first choice post-primary schools.

Each school which receives your claim for Special Circumstances will make its own independent adjudication on your claim.

****Please note that the Post-Primary Transfer Application process is carried out by the Education Authority and the process for 2024 had not been finalised by the Education Authority (EA) at the time of publication of this "2024 Claiming Special Circumstances" Guide. Parents/guardians must rely on documentation provided by the EA and not the outline guidance provided in this document, when making their Post-Primary Transfer Applications in 2024.***