

Common Entrance Assessment

2020/2021

ACC/20



Application for Access Arrangements and Reasonable Adjustments

Parents considering an application for access arrangements should read the **Guidance Notes in full before completing the form below**. Guidance Notes are available from the AQE website (www.aqe.org.uk) or directly from the AQE Office. The evidence you are providing to support your application should be attached to this form and returned to the AQE Office, Unit 3, Weavers Court Business Park, Belfast BT12 5GH either along with your Registration Form or **no later than Friday 9th October 2020 at 4pm**.

Any late applications will only be considered if there is proof the evidence was not available at the time of the deadline date or due to mitigating circumstances supported by evidence.

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- **My child has an independently diagnosed or identified significant need** Yes No
 - **My child is registered on the Special Needs register in Primary School -** Yes No
 - **My child's first language is neither English nor Irish and they have spent less than three years in the U.K./Ireland before September 2020.** Yes No
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Candidate Name:

(please print in block capitals)

Candidate Date of Birth:

(please print in block capitals)

Candidate Number:

(completed by AQE Office)

Assessment Centre:

(completed by AQE Office)

Significant or substantial need for which an access arrangement is being requested:

(Please state the nature of your child's diagnosis, identified significant need, or identified substantial need or state their first language and date of arrival in the UK/Ireland)

Special Access Arrangements and reasonable adjustments requested:

Please state the reasonable adjustments you are applying for in the box below. Please note that only the reasonable adjustments requested in this box will be considered by the Access Panel

Evidence

Please list the evidence that you are providing to support this application in the box below. **Failure to produce the appropriate evidence of need will lead to the application being rejected.** Please ensure you have consulted the published Guidance Notes before submitting evidence.

IF YOU REQUIRE YOUR EVIDENCE TO BE RETURNED, YOU MUST INCLUDE A STAMPED ADDRESS ENVELOPE. Evidence will be returned once the full cycle has been completed in March 2021.

Please tick which evidences you have included with your application from the table on the left. Any evidence which you have included that is not listed should be detailed in the box on the right:

• Education Authority or Private Key Stage 2 assessment	
• Medical evidence	
• Qualified SENCO assessment	
• Primary School evidence (of normal way of working)	
• IEP, EP, HECF or Statement	

Other evidence provided (if applicable):

Declaration

- I have read the guidance notes that accompany this form and I declare that all of the information provided is correct and I am the legal parent/guardian for the named candidate.
- I agree to co-operate with the Association for Quality Education Limited if requested to provide additional information.
- I consent to the Association for Quality Education Limited making available to any post-primary school using the Common Entrance Assessment the result of this application for Access Arrangements.

Parent/Guardian name: _____

Parent/Guardian signature: _____ **Date:** _____

Parent/Guardian e-mail: _____

(this year AQE Ltd intend to send outcomes of access applications to parents via e-mail, where possible).

****All Access Application forms and accompanying evidence must be received by the AQE Office on or before Friday 9th October 2020. Access applications can be submitted either with or separate to the Registration Form. Applications and evidence must be sent by hard copy, to the address given on the front of this application form, and cannot be accepted electronically****