

Common Entrance Assessment

2021/2022

ACC/21/EA



Application for Emergency Access Arrangements and Reasonable Adjustments

Parents/Guardians of children who have sustained an injury or developed an illness after the closing date to apply for Access Arrangements but prior to the assessments, and who now require reasonable adjustments should apply for Emergency Access Arrangements using this application form.

An application for emergency access arrangements should not be submitted until it is complete with evidence. The Access Panel will make a decision based only on the application and evidence in front of them.

Emergency Access Arrangements should only be applied for in the case of an unforeseen medical illness / injury on the part of the candidate, which requires reasonable adjustments to be considered after the closing date for applications for Access Arrangements on Monday 4th October at 5pm.

Parents/Guardians of candidates who do not meet the criteria outlined above but wish to apply for access arrangements after the closing date of Monday 4th October at 5pm, should do so using the Late Access Arrangements form (ACC/21/LA) available on the AQE website (www.aqe.org.uk).

The Access Panel does not enter into direct communication with applicants.

- **My child has sustained an injury after Monday 4th October 2021:** Yes No
- **My child has suffered a medical illness after Monday 4th October 2021:** Yes No

If neither of the above statements apply, you should use the Late Access Arrangements form (ACC/21/LA) available on the AQE website (www.aqe.org.uk)

Candidate Name:
(please print in block capitals)

Candidate Date of Birth:
(please print in block capitals)

Candidate Primary School Name:
(please print in block capitals)

Candidate Number:
(this will be on your child's Admissions Card)

Nature of injury or illness:
(Please state the nature of your child's injury/illness – including any relevant dates)

[Empty box for nature of injury or illness]

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 2022.

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:

• Medical evidence	
• Primary School evidence	

Other evidence provided (if applicable):

Declaration

- 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 clarification on any aspect of my application.
- 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.
- **I confirm that my application is complete with evidence.**

Parent/Guardian name: _____

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

Parent/Guardian e-mail: _____

Applications for Access Arrangements (Form ACC/21 and accompanying evidence) should be completed and **returned to the AQE Office by post via tracked delivery as proof of postage.** AQE Limited take no responsibility for undelivered post where there is no proof of postage provided. It is possible to hand deliver any or all elements via an internal postbox in the main reception of Weavers Court Business Park. You should be aware that no person will be available to take the documents from you directly, nor will any receipt of delivery be provided by AQE Ltd or the Business Park.