

Common Entrance Assessment

2021/2022

ACC/21/LA



Late Application for Access Arrangements and Reasonable Adjustments

The closing date to apply for access arrangements was Monday 4th October 2021 at 5pm. Late applications will only be considered if there are **reasonable mitigating circumstances** accepted by AQE Ltd to proceed with the application.

Parents considering an application for access arrangements should read the Guidance Notes in full before completing the form below.

A late application for 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.

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.

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 not use this application form** but should apply for Emergency Access Arrangements using a separate application form (ACC/21/EA) available from the AQE website (www.aqe.org.uk).

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

- **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 2021:** Yes No

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 can be found on the Admissions Card)

Mitigating circumstances for the Late Application for Access Arrangements:

(You must provide the reasons why an application was not provided prior to the closing date of Monday 4th October 2021)

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

(Please state the nature of your child’s diagnosis, identified specific 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 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:

• Education Authority or Private Key Stage 2 assessment		Other evidence provided (if applicable):
• Medical evidence		
• Qualified SENCO assessment		
• IEP, EP, HECP or Statement		
and		
• Primary School evidence (of normal way of working)		

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 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:** _____

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.