



Association for Quality Education Limited

Application Form & Guidance Notes

to register for the

Common Entrance Assessment

AQE Limited invites applications from parents or guardians of children entering P7 in September 2022, and who hope to apply for admission to any of the schools listed below in August/September 2023.

Opening Date of Registration: 10am on Wednesday 4th May 2022

Final Date for Registration Forms: 4pm on Friday 23RD September 2022

The schools listed below, in alphabetical order, are the Assessment Centres in which the CEA will be held.

Antrim Grammar School
Ballyclare High School
Ballymena Academy
Banbridge Academy
Bangor Grammar School
Belfast High School
Belfast Royal Academy
Bloomfield Collegiate Grammar School
Cambridge House Grammar School
Campbell College
Carrickfergus Grammar School
Coleraine Grammar School
Dalriada School
Down High School
Enniskillen Royal Grammar School
Foyle College
Friends School

Glenlola Collegiate School
Grosvenor Grammar School
Hunterhouse College
Larne Grammar School
Limavady Grammar School
Methodist College
Omagh Academy
Regent House School
Royal Belfast Academical Institution
Strabane Academy
Strathearn School
Sullivan Upper School
The Royal School, Armagh
The Royal School, Dungannon
The Wallace High School
Victoria College
Wellington College

*A child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to in Section F have been received by AQE Limited. AQE will be in touch to confirm that an application is complete as soon as possible but please note the **Admissions Card will not be processed and allocations to assessment centres will not be confirmed until September 2022.***

*It is the responsibility of **parents** to ensure that the CEA registration form is completed properly. Full 'Terms and Conditions of Registration to take the Common Entrance Assessment' can be found at the bottom of this document.*

Address: AQE Office, Unit 3 Weavers Court Business Park, BELFAST, BT12 5GH Tel: 028 9022 4002

Email: info@aqe.org.uk Website: www.aqe.org.uk

The information below refers to the completion of the hard copy of the form element of an application to take the Common Entrance Assessment. Alternatively, an online form can be accessed via the AQE website (www.aqe.org.uk)

- Please ensure ALL SECTIONS of the application form are completed, using a separate submission for each child.
- If you wish to pay the registration fee element online, you should do so via our website prior to completing your form in order to have your five digit Order Number ready to provide in the relevant section.
- Where possible, you should have the following ready to attach to this form;
 - a photocopy of the child's birth certificate (long or short version) OR passport
 - one recent passport sized photograph of your child
 - where relevant a copy of your evidence of Free School Meals entitlement (*see the relevant section below for examples of acceptable evidence*)

In all cases, payments and documentation can be submitted separately before 4pm on Friday 23RD September 2022, but please be aware that an application is only considered as complete when all four elements of the registration process have been received and verified by AQE Ltd.

SECTION A - CHILD'S DETAILS

Child's Full First Name(s): Enter your child's full first name(s) as they are shown on their birth certificate/passport. Please circle the name your child is normally known by, if this is not their first given name (**this is what will appear on their Admission Card and all documentation from AQE Ltd**).

Child's Last Name (known by): Please provide the name your child is normally known by (**this is what will appear on their Admission Card and all documentation from AQE Ltd**).

Child's Legal Surname: If your child's legal last name is different from the one they are known by, please provide us with their legal last name. This name will not appear on any documentation but we require a record of it for identification purposes.

Address: This should be the address to which all the child's documentation and any communication from AQE or the assessment centre should be sent. All communication from AQE Ltd will be addressed to the 1st contact and not the child.

Child's Date of Birth: Please insert this as (DD/MM/YYYY) (e.g. 01 12 2011)

Child's Primary School Name / Town or Area / Postcode: Please enter the full name without abbreviations or nicknames. Your 'Town or Area' and 'Postcode' submissions are used to identify Primary Schools with the same name, to ensure children are placed in the correct school.

SECTION B – PARENT/GUARDIAN'S DETAILS

1st Contact First Name / Last Name: The names by which the first contact is known (full name is not required)

1st Contact Telephone No: This should be a number we can contact you on if there are any issues with your registration. We will only contact you if we have specific reason.

1st Contact E-mail Address: This should be an e-mail address we can contact you on if there are any issues with your registration.

Opt in to E-mail Updates: If you wish to receive updates on the AQE process directly by e-mail please tick the box. Your e-mail information will be removed once the current cycle ends in Spring 2023.

2nd Contact Information: These details will only be used if we cannot get in touch with the first contact. **Anyone listed as a second contact can be provided with copies of documentation on request, with the exception of the Admissions Card.**

SECTION C – ASSESSMENT CENTRES

Note: the Grammar Schools listed above are the Assessment Centres in which the CEA will be held. Parents should note that there is not an unlimited number of places available to candidates who would wish to take the CEA. The number of candidates who can take the CEA is determined by the maximum number of candidates which each Assessment Centre can accommodate.

Parents or guardians may nominate **one** Assessment Centre as that in which their child should take the CEA.

AQE Limited gives no guarantee that a child will be accommodated in the Assessment Centre so nominated, although AQE Limited will allocate a child to that Assessment Centre if at the date and time that such child is registered to take the CEA, there are spaces available for the child in that Centre.

AQE Limited will allocate children registered to sit the CEA to the Assessment Centres on a "first come first served" basis. *(A child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to in paragraph 1 of the Terms and Conditions have been received by AQE Limited.)*

In the event that a child cannot be accommodated in the Assessment Centre nominated by the child's parents or guardians, that child will then be allocated to the Assessment Centre **closest** to that child's address which has available places.

Once all the places available in the Assessment Centres have been filled, AQE Limited will operate a waiting list compiled on a first come first served basis of those candidates who have not been allocated a place in an Assessment Centre to take the CEA.

As and when, and in the event, that places should subsequently become available in the Assessment Centres, the candidates on the waiting list, in accordance with their priority, will be allocated to an Assessment Centre which has available places and, if there should be more than one such Assessment Centre, to that, which at the time of allocation is nearest to the address of that candidate.

Note: In the event that a child cannot be accommodated in an Assessment Centre and is therefore unable to take the CEA, that candidate may, if the admissions criteria of the grammar school(s) to which the parents or guardians of that child wish to apply so permit, use that fact as evidence of special circumstances/special provision in the admissions process.

SECTION D – ACCESS ARRANGEMENTS AND IRISH LANGUAGE

Access Arrangements:

Parents of children who;

- have a diagnosed or identified specific significant need which requires reasonable adjustments to sit the Common Entrance Assessments or
- do not have English /Irish as a first language **and** who have spent less than three years in the UK/Ireland before September 2022.

may make application to AQE Limited that their child be afforded special access arrangements for taking the CEA. All relevant documentation can be found online (<https://aqe.org.uk/access-arrangements/>) along with further information on the process. Please note any **applications for Access Arrangements are separate from, and in addition to, an application for registration. Applications for Access Arrangements cannot be submitted electronically.**

Applications for Access Arrangements (Form ACC/22 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. In any case all applications for Access Arrangements and evidence must be returned to the office on or before Friday 23rd September 2022 at 4pm.

Irish Language:

Irish language versions of the assessments can be provided for candidates who have indicated in advance that they require their assessments in Irish.

SECTION E – GDPR PERMISSIONS

Please indicate in the two boxes whether you give permission for AQE to share your child's result with their Primary School Principal, AQE Member Schools and/or the Education Authority (This consent is required for the purpose of the online admissions process for 2022/2023).

SECTION F – DOCUMENTATION and PAYMENT

Each child must have each of following elements submitted **as well as the application form element**, in order for an application to be complete.

- A photograph of the child
- A copy of the child's birth certificate or passport (to confirm their date of birth)
- A registration fee (Parents/Guardians of a child who is entitled to Free School Meals, and who provide evidence of such entitlement, will not have to pay the fee.)

You do not have to submit any, or all, of these elements with your online application form, however, a child shall not be registered as a candidate to take the CEA unless and until all the elements listed above and an application form have been received by AQE Limited. All elements must be submitted before 4pm on Friday 23rd September 2022.

A registration fee of £60.00 should be paid for each candidate. This should be paid online, where possible, at www.aqe.org.uk/registration-fee. (Parents/Guardians of a child who is entitled to Free School Meals, and who provide evidence of such entitlement, will not have to pay the fee.)

The fee to register for the CEA is **£60** and consists of two elements: an **administration fee** of £30.00; and an **examination fee** of £30.00.

In the event that AQE Limited has to cancel the CEA for reasons beyond its control, **the examination fee element only will be refunded. The administration fee is non-refundable.**

SUBMITTING YOUR REGISTRATION

Any or all elements of the application can be provided electronically via our website (www.aqe.org.uk) or via post. **Please ensure you send any documents through the 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.

AQE will be in touch to confirm that an application is complete as soon as possible but please note the **Admissions Card will not be processed and allocations to assessment centres will not be confirmed until September 2022.**

CEA Application Form

Section A Personal Details:

Please enter your child's details below and **circle the name by which they are known** if it is not their first given name.

First Name(s)

Last Name

Child's Legal Surname (if different from above)

If your child's legal last name is different from the one by which they are known, please provide their legal last name here. This name will not be used on their documentation, but we must have a record of it for identification purposes.

Address

Town/City

Postcode

Gender Male Female

Date of Birth

Primary School Name

Primary School Town /Area

Primary School Postcode

Section B Parent/Guardian contact details

1st contact (to whom all communication, including results, will be sent)

Title (please tick) Mr Mrs Ms Miss Dr Other _____
(please state)

First Name(s)

Last Name

Telephone:

E-mail:

Please check this box to give your permission for AQE Ltd to send you any general updates via e-mail throughout the 2022/2023 cycle. This will allow us to contact parents directly rather than relying on website updates.

Relationship to Child:

2nd contact (for emergency contact only)

Title (please tick) Mr Mrs Ms Miss Dr Other _____
(please state)

First Name(s)

Last Name

Telephone:

Relationship to Child:

Section F Documentation and Payment

An application for registration to take the Common Entrance Assessment ("CEA") will consist of the following:-

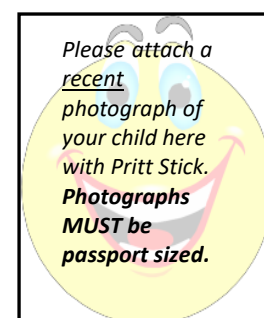
- A completed application form (either hard copy or online)
- Payment of a fee of £60.00 (Parents/Guardians of a child who is entitled to Free School Meals, and who provide evidence of such entitlement, will not have to pay the fee.)
- A photograph of the child, and
- A copy of the child's birth certificate or passport.

All four elements can be completed together via the online registration form (or via hard copy in the post) or all four elements can be submitted separately. In any case, a child shall not be registered as a candidate to take the CEA unless and until all the elements listed above and an application form have been received by AQE Limited. All elements must be submitted before 4pm on Friday 23rd September 2022.

Photograph and birth certificate/passport:

Please attach a photocopy of the long **or** short version of your child's birth certificate to this application form. *(This will not be returned, so please ensure it is a photocopy).* If the birth certificate is not available, you may attach a photocopy of the identification page of your child's passport, which confirms their date of birth.

You should attach one **recent** passport sized photograph of your child in the space provided

**Registration Fee:**

The fee to register for the CEA is **£60** and consists of two elements: an **administration fee** of £30.00; and an **examination fee** of £30.00. In the event that AQE Limited has to cancel the CEA for reasons beyond its control, **the examination fee element only will be refunded. The administration fee is non-refundable.**

Method of payment: Cheque
(or Postal Order)
made payable to AQE Ltd.

Cash
(no receipt provided)

Online payment
(via www.aqe.org.uk; please provide the five digit Order # from your payment receipt in the box.)

OR

My child is in receipt of free school meals and I enclose confirmation **from** the Education Authority / Primary School Principal.
(Application forms to the Education Authority, completed by parents or confirmation of Tax Credits **will not be accepted**)

Submitting your registration:

A child shall not be registered as a candidate to take the CEA unless and until the payment and all the documents referred to in Section F have been received by AQE Limited. AQE will be in touch to confirm that an application is complete as soon as possible but please note the **Admissions Card will not be processed and allocations to assessment centres will not be confirmed until September 2022.**

AQE shall send to every child whom it registers to take the CEA an admission card which is proof of that child's registration. The admission card must be presented by or on behalf of the child to the Assessment Centre at which the child is taking the CEA on each occasion when the child is taking a paper in the CEA. **A child shall not be admitted to the Assessment Centre without presentation of the admission card.**

All elements of an application must arrive in the AQE Office, Unit 3, Weavers Court Business Park, BELFAST, BT12 5GH on or before Friday 23rd September 2022 at 4pm.

Any or all elements of the application can be provided electronically via our website (www.aqe.org.uk) or via post. **Please ensure you send any documents through the 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.

Signed: _____

Date: _____

Signed and dated by the first contact listed on this registration form, or by a person with parental responsibility.