

## Application for Special Provision 2022

### SECTION A

**Name of Parent/Guardian:** \_\_\_\_\_ (BLOCK CAPITALS)

**Name of Child:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Telephone No:** \_\_\_\_\_

**Primary School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

### SECTION B

Special Provision is available for children who meet one or more of the following criteria, **please tick** one or more of the situations outlined below which apply to your child and **attach all appropriate evidence to this form:**

- My child will be transferring from a Primary School outside Northern Ireland
  - My child has received more than half of his/her primary education in a school outside Northern Ireland
  - My child was unable to sit the GL Assessment or Supplementary Assessment due to COVID-19 reasons
  - My child has been unable to take the GL Assessment or Supplementary Assessment due to serious medical or other problems
- Did your child take the GL Entrance Assessment? Yes  No

If yes, Assessment Centre: \_\_\_\_\_ English Score \_\_\_\_\_ Maths Score \_\_\_\_\_

Has your child been assessed by an Educational Psychologist? Yes  No

(If you have ticked 'yes', please attach the report to this SP1 Form)

Please provide any other information which is relevant to your application for Special Provision for your child:

\_\_\_\_\_

\_\_\_\_\_

(Continue on a separate sheet if necessary and attach it to this SP1 Form)

### SECTION C

**Please complete the declaration below:**

I have read and understood the information provided in the guidance information provided overleaf and in the Admissions Criteria of the schools that I have listed on the Transfer Application relating to Special Provision. I have attached all of the relevant documents from my child's primary school and other relevant sources to support and verify my application for Special Provision and all other documentary evidence in support of this application. The information that I have provided on this **SP1 Form** and attached to it is correct and has been appropriately verified. I accept that the provision of false or incorrect information may result in either the withdrawal of a place or the inability of a school to offer a place to my child. I agree that the information I have provided may be shared with other schools using GL Entrance Assessment.

**Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Parent/Guardian:** \_\_\_\_\_ (BLOCK CAPITALS)

**This application for Special Provision must be attached to the Transfer Application** (see guidance notes overleaf)

Office use only:	Date received:		Received by:	
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## Important Information on Special Provision

Please read the following notes before completing and submitting this **SP1 Form**.

- Each school using the GL Entrance Assessment as part of its admission procedures for September 2022 has published Admissions Criteria which set out the circumstances in which a parent/guardian may apply for Special Provision for his/her child. Please read these criteria to ensure that they are applicable to your child.
- Please attach this **SP1 Form** to your child's Transfer Application along with any relevant supporting documentation and register directly with St Mary's Grammar School, Magherafelt by **4.00pm, Wednesday 23 February 2022**.
- If your child is moving to a primary school in Northern Ireland after **23 February 2022** or will be transferring directly from a primary school outside Northern Ireland, you should contact the Transfer Department of the Education Authority to inform them of your intention to apply to the schools of your choice. If these schools are using the GL Entrance Assessment as part of their admissions procedures, complete this form and send it directly to each of these schools.
- Applications for Special Provision received after 21 May 2022, when all schools have allocated all their Year 8 places, will be processed but will be conditional on the Department of Education (DE) allowing an additional place. In the event that DE does not provide an additional place, your child will be placed on the reserve list of applicants.
- In making your application for Special Provision, you are required to provide verification of the information you send to the schools of your choice. This verification should come from your child's primary school or from medical or other professionals who have been involved with your child.
  - If you are applying for Special Provision on the grounds that your child has received at least half of his/her education in a primary school outside Northern Ireland or you are transferring directly from a school outside Northern Ireland, you should obtain a letter on school headed notepaper from your child's current primary school signed by the school Principal which states that your child is enrolled at that school and the dates of his/her attendance.
  - If you are applying for Special Provision on the grounds that your child was unable to take the Entrance Assessment or the Supplementary Assessment or has not attended primary school for a substantial period of time in Key Stage 2 due to long term illness or for another valid reason, you should provide a letter from your child's GP or Medical Consultant or another appropriate professional, indicating the nature of the illness or reason for long term absence and/or how it prevented him/her from taking either assessment.

### Completing this SP1 Form

- Please complete **Section A** in block capitals and if your contact details change at any time, please inform the School.
- In **Section B**, you should indicate the reason for your application for Special Provision by referring to the published Admissions Criteria:
  - Tick at least one of the criteria as applicable to your child.
  - If your child took the Entrance Assessment, record the standardised scores he/she achieved in the English and Mathematics assessments.
  - Tick the appropriate box to indicate whether your child was assessed by an Educational Psychologist during Key Stage 2. If he/she was assessed, please attach the report.
  - Please provide any further information that is relevant to your application for Special Provision, for example Key Stage 2 standardised test results in English and Mathematics.
  - If you have any educational or other evidence which you wish to have considered with this application for Special Provision, please outline this evidence and the attached documents in Section B.
- All documents as described above and any other evidence you wish to provide in support of your application for Special Provision should be securely attached to this SP1 Form and attached to your child's Transfer Application. A copy should also be submitted to St Mary's Grammar School, Magherafelt.
- In Section C, please read carefully and understand the declaration before signing it.

### What happens next?

When this form and the attached documentation is received at the school of your choice along with the Transfer Application from the Education Authority:

- The School will check that the form is fully completed and that all of the documents have been appropriately verified before sending you a receipt for your application.
- The School will examine your application for Special Provision and inform you whether further assessment of your child's ability is necessary to provide the school with sufficient evidence to assess your application for a place.
- If a further assessment is required, the school will arrange an agreed date for you to bring your child to the school for this assessment. The assessment will be administered by a suitably qualified person and you will receive a report on your child's standardised score.
- If the school does not consider a further assessment is required but you would prefer an additional assessment of your child's ability, please inform the school. The results of this assessment will be considered with this application.
- On the basis of the educational evidence you have provided and the results of any further assessment, the school will assess your application for a place for your child along with the applications from other children.
- If the school does not accept your child, the results of the assessment will be made available to the other schools, on request.