

## PUPIL AND PARENT UNIT

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Our ref: 1000239

Board Circular 2008/114

27 August 2008

To: Principals of all Primary Schools and Royal School Armagh (for Preparatory Department)

### **THE PROCEDURE FOR TRANSFER FROM PRIMARY TO POST PRIMARY EDUCATION:**

#### **2008/2009 SCHOOL YEAR**

Dear Principal

The format of this circular is designed to facilitate easier reference to information about particular aspects of the procedure. The circular also highlights information that is being produced from the computerised system for admissions and transfer (Capita). I would ask you to pay particular attention when checking details such as names, addresses and dates of birth in the system and would ask that you inform the Pupil and Parent Unit as soon as possible of any errors which appear to be system generated as the smooth operation of the Transfer Procedure is critical to pupils, parents and schools.

1. **Purpose of circular**

- To provide guidance to Principals on behalf of the board in relation to the Transfer Procedure.
- To inform Principals of the board's requirements in relation to the Transfer Procedure.
- To inform Principals of sources of further information/advice.

All references to pupils refer to those children who do not have a statement of special educational needs and to the parents of such children. The post-primary placements of children who are statemented are dealt with by the Special Education Department of the board. A child who is under-going statutory assessment remains part of the transfer procedure until such times as his/her statement is approved.

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2.1 **Items supplied with the circular**




1 each	CCEA	<ul style="list-style-type: none"> <li>• Transfer Procedure Test Arrangements 2008/2009</li> <li>• Transfer Test Key Dates 2008/2009</li> <li>• Guidance Notes on the Completion of the Nominal Roll (TRP 1)</li> <li>• TRP1- Transfer Tests Nominal Roll</li> </ul>
1	SELB	<ul style="list-style-type: none"> <li>• Transferee Report</li> </ul> <p>This computerised Transferee Report has been compiled using the details submitted by the school last term</p>
	Department of Education	<p>A Guide for Parents - Transfer to Post-Primary Education</p> <p>1 copy per child in English / Irish</p> <p>1 copy per school in each of the following languages: Polish, Lithuanian, Cantonese, Portugese and Mandarin. (Please photocopy as required).</p>
*	CCEA	TRP8 Transfer Tests: Your Choice ( Supplies of partially completed & 3 blank forms)

\* **The quantity supplied varies from school to school according to the number of children in the age-group.**

2.2 **Shortages in deliveries**

If you **DO NOT** receive the number of items needed please contact the Pupil and Parent Unit.

3. **Other sources of information and assistance**

	Department Circular 2008/16 The Procedure for Transfer from Primary to Post-Primary Education: 2008/09 (including Annex on Guidance for Primary Principals on Information and Advice to Parents)	
	<p>The Pupil and Parent Unit has many years of experience in the operation of the Transfer Procedure and particularly wishes to assist principals (some newly appointed) who have little or no experience in the operation of the Transfer Procedure.</p> <p>Please contact Mrs Elizabeth Reaney Deputy Head of Admissions and Transfer if you require assistance in any aspect of the Transfer Procedure.</p>	 3751 2406

4. **What you need to do now**

4.1 Find out from parents whether or not they wish their children to take the tests on **Friday 7 and 21 November 2008**

4.2 Complete the CCEA TRP1 Form (Transfer Tests: Nominal Roll)

4.3 Confirm details on the Board's Transferee Report

4.1 **Parents - Choosing whether their child takes the Transfer Test**

All parents should be provided on **Monday 1 September** with:

- The Department of Education leaflet entitled 'A Guide for Parents Transfer to Post-Primary Education'
- CCEA form TRP8 (Transfer Tests: Your Choice). A form for each P7 child has been completed using the details submitted by the school on the Transfer Procedure 2009 Group Report last term. If an additional child has enrolled in your school since this information was submitted there will not be a pre-printed TRP8 for him/her. In such instances please issue one of the enclosed blank Form TRP8s to his/her parents for completion and return. Please photocopy blank forms as required if you have more than three additional children. If a child has left your school since this information was submitted please mark this on the TRP8 and return it to the Board with all other forms. The TRP8 Forms should be returned by parents to schools by Friday 5 September 2008.
- Please complete the column on the Board's Transferee Report headed Exam/Opt Out by entering a 'T' for those pupils sitting the test and an 'O' for those pupils opting out.

The Department of Education recommends that a meeting of parents is held to explain the Transfer Procedure. Whether this is your school's practice or **not parents have the right to receive advice/information from you on an individual basis.**

**All children whose parents wish them to transfer to a Grammar School have the right to sit the tests and should do so.**

**This also applies in 'non-selective' areas including the Craigavon two-tier system.**

**The exceptions are:-**

- Children for whom the board maintains a Statement of Special Educational Needs. These children **do not** sit the Transfer Tests as they are placed in post primary schools by the Special Education branch. Any queries regarding the possibility of a statemented child sitting the Transfer Tests should be referred to Mr Alan Hutton, Department of Education. **Where parents wish a child to seek a place in a Grammar School you are advised to contact an officer in the board's Special Education Section.**
- Children who have moved into Northern Ireland and have had less than half of their primary education in Northern Ireland. These children may also take the tests if their parents so wish. If a place is being sought in a Grammar School an Educational Psychologist's report may be required. (Separate correspondence will be issued on Special Provision).
- **If there are any other unusual situations e.g. a hospitalised child please contact the Pupil and Parent Unit.**

4.2 **Completion of CCEA TRP1 Form (Transfer Tests: Nominal Roll)**

- Please complete the CCEA TRP1 Form in accordance with the guidance issued from CCEA.
- Include children about whom there is doubt (They can later be withdrawn if a decision is made that they are not actually going to take the tests).
- Include children who have had the majority of their education outside Northern Ireland if this is their parents' wish. *The children may still be considered under the special provisions arrangements even though the children take the Transfer Tests.*
- If there is a possibility that a child's parents may wish the child to be admitted to a Grammar School he/she must (except where the special provisions arrangement applies) take the tests.


**THIS APPLIES ALSO IN THE DELAYED SELECTION ARRANGEMENTS** in the Craigavon 2-Tier System and **IN AREAS** where there is no grammar school in the local area e.g. Cookstown.

- Completed TRP1 forms are due to be returned to the board by **Friday 12 September 2008**. They are to be accompanied by the completed TRP8 Forms.
- If all forms are available before this date please forward them to the Pupil and Parent Unit immediately as this will enable us to start the checking process.

**PLEASE ADVISE THE PUPIL AND PARENT UNIT OF ANY AMENDMENTS AS SOON AS THEY BECOME KNOWN TO YOU.**

4.3 **Confirm Details on the Board's Transferee Report**


For details on which pupils should or should not be included on the Board's Transferee Report please refer to Board Circular 2008/99 issued on 10 June 2008.

<b>+</b>	Additions	New children in the age group arriving at your school
<b>-</b>	Deletions	Children leaving the school - Please supply details of the new school (if known)
<b>√</b>	Corrections	Names, Dates of birth, Address, Postcode  It is important that all details are correct. Please ensure that they are carefully checked before you sign the form and send it to the Pupil and Parent Unit. If an incorrect postcode is provided this may delay the delivery of an important letter E.g. Transfer grades, placement letters.
	Please mark in red any necessary amendments to this information, sign the Board's Transferee Report and return the document to the board. You should keep a photocopy of the returned form for school records.  It is important that any further amendments are notified to the Pupil and Parent Unit as soon as they become known to you.	

5. **Birth Certificates**

Are to be forwarded for **ALL** children in the Transfer Procedure.

If parents are unable to provide a birth certificate immediately please forward it to the board **as soon as possible** after you receive it from the parents.

	<b>If you are sending a birth certificate in later please INDICATE THE NAME OF YOUR SCHOOL on the back of the birth certificate or by attaching a compliment slip.</b>
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6. **Children NOT within the normal transfer age groups.**

Information on under and overage retention may be found in Department of Education Circulars 1996/24 and 2007/14 (available on the website at [www.deni.gov.uk](http://www.deni.gov.uk))

6.1 **Under-age** - Those born between **2 July 1998** and **1 July 1999**.


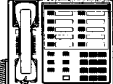

These children may be included on the Board's Transferee Report and the TRP1 Form provided the principal and the parents have agreed that the pupil is mature enough to benefit from admission to post primary education a year earlier than normal. The approval of the Board of Governors must subsequently be sought and recorded in the minutes of a meeting of the Board of Governors. A copy of the appropriate extract from the meeting should be forwarded to the Pupil and Parent Unit in due course.

6.2 **Overage retention**

**Children whose parents have indicated that they wish their child to remain an additional year in Primary Education i.e. not transfer until September 2010.**

As per Board Circular 2005/33 all requests for Overage Retention for pupils who will be remaining in Primary in 2009/2010 should already have been forwarded to the Pupil and Parent Unit. Details of the only exception to this are also contained within Circular 2005/33.

**Do you still need help?** Contact the Pupil and Parent Unit as below:-

 Telephone 3741 0084	 Fax 3751 2400	 <a href="mailto:jean.gordon@selb.org">jean.gordon@selb.org</a>
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I would remind you that all information should be returned to the Pupil and Parent Unit by **Friday 12 September 2008** to facilitate forwarding of details to CCEA.

Yours faithfully

Mairead Maguire (Mrs)  
**Head of the Pupil and Parent Unit**  
Direct Line (028 37 512411)  
/cm Encs