

CHIEF EXECUTIVE

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Our ref: 1001836; 1000110

Circular No: 2009/265

16 November 2009

To: The Chairperson and Principal of all schools intending to use Entrance Tests for admission to Post Primary Education 2010

Dear Colleague

TRANSFER 2010 – TRANSFER BOOKLETS AND ADMISSIONS CRITERIA

The Transfer Officers sought clarification from the Department of Education with regard to the letter and enclosure of 9 November 2009 from the Permanent Secretary (previously circulated).

Arising from this we understand that the Transfer Form for admission in September 2010 will contain no reference to Entrance Test Results. Paragraphs 4 and 5 are intended to address this through clear direction for parents in the school's entry in the transfer booklet.

Department of Education instructions (Paragraph 4) state that your entry should include a suitably headed box at the top of the school's transfer booklet entry (ie before the description of your school).

A suggested format is attached and you should insert the details in accordance with the admissions criteria, entrance test etc particular to your school.

Schools seeking further advice before completing the attached template should contact the School Access Team, Department of Education e-mail paul.price@deni.gov.uk.

Please complete and return to Mrs Mairead Maguire, Pupil and Parent Unit along with any other changes arising from the Department's previous correspondence.

I have also enclosed a copy of an e-mail received from the Department of Education regarding Special Provision applications.

I would remind you that the deadline for finalisation of entries is 4 December 2009 but I would ask that you return the attached form and any amendments as soon as possible to facilitate printing and distribution of the booklets.

Yours faithfully

A P Murphy
CHIEF EXECUTIVE

APM/JC

Enc

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PUPIL AND PARENT UNIT

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TRANSFER 2010 – TRANSFER BOOKLETS AND ADMISSIONS CRITERIA

TO PARENTS/GUARDIANS naming (insert name of school) as a Preference on your child's Transfer Form

Entrance Test Results

Please ensure that you provide the following information on section C of your child's Transfer Form

- School to insert specific name of test
- Specify how the grade/result should be recorded

Refer to paragraph 18 for particular guidance regarding the results of entrance tests.

Special Circumstances and/or Special Provision

If you are making a claim for your child to be considered under Special Circumstances or Special Provision please note that you are required to:

- School to detail specific information required
- Specify how and when it is to be provided

Please return to the Pupil and Parent Unit as soon as possible.