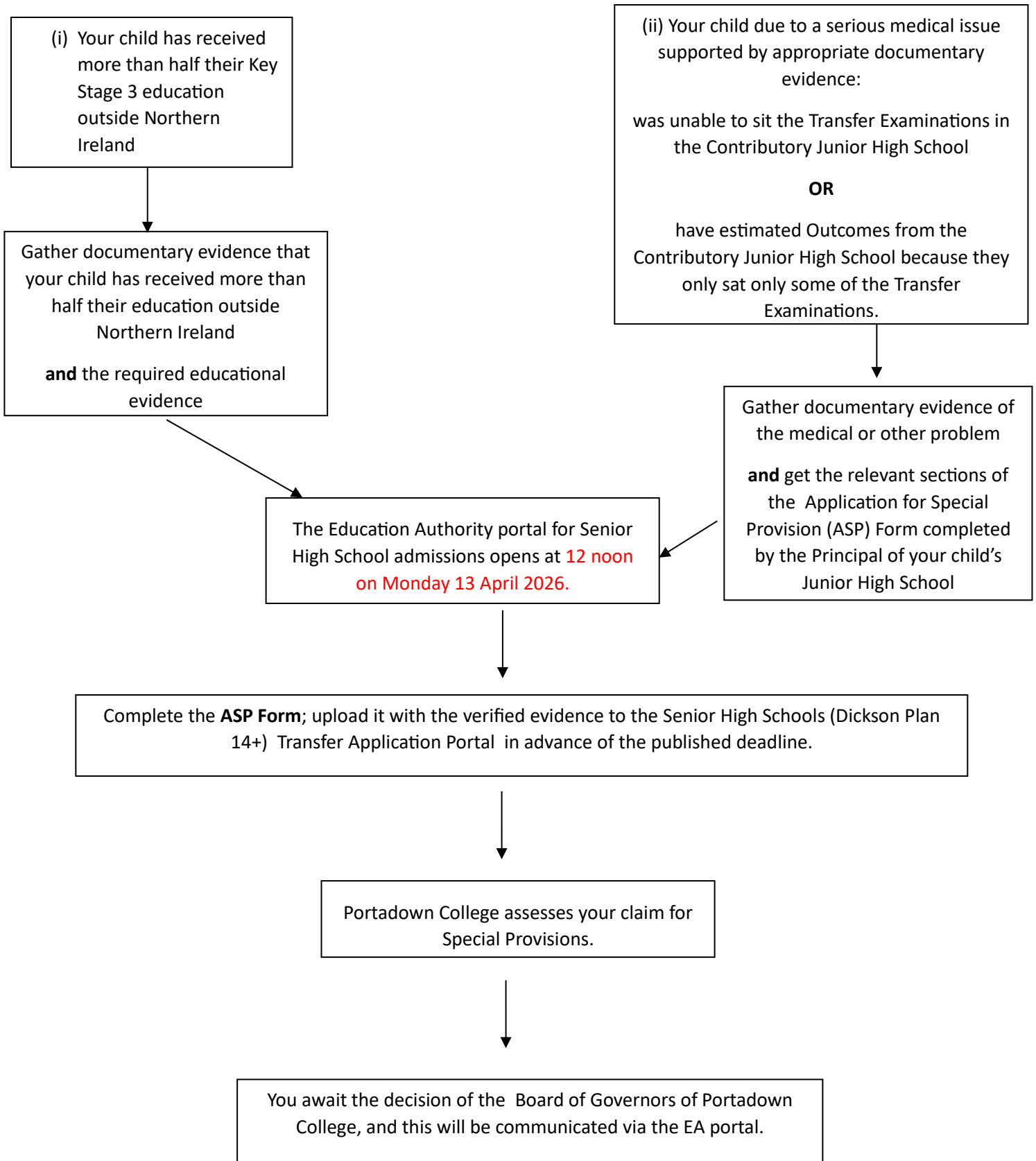


# **Special Provisions**

## **A Guide for Parents & Guardians**

## Claiming Special Provisions



## Special Provisions

### What are Special Provisions?

A candidate may request Special Provisions, where the candidate:

- (i) has received more than half their Key Stage 3 education outside Northern Ireland;
- (ii) who due to a serious medical issue supported by appropriate documentary evidence or for a demonstrably valid reason also supported by appropriate documentary evidence was either unable to sit the Transfer Examinations in the Contributory Junior High School  
OR  
have estimated Outcomes from the Contributory Junior High School because they only sat only some of the Transfer Examinations.

### Making a claim for Special Provisions

#### What evidence will I need to gather in support of my claim?

For claims under criterion (i) above:

You should provide:

- (a) a letter on school headed notepaper from your child's current school signed by the school Principal (or similar evidence) which shows the total dates of your child's education within Northern Ireland. This information is available to the primary school Principal through the SIMS School History section.
- (b) any other educational (e.g. age standardised test scores), or other evidence, that have been verified by the school Principal of your child's current school, which you wish to have considered with your application for Special Provisions.

For claims under criterion (ii) above:

You should provide:

- (a) a letter or letters from your child's GP or Medical Consultant or another appropriate professional(s) indicating the nature of the serious medical issue or demonstrably valid reason that prevented your child from sitting the relevant assessment(s).
- (b) educational evidence, examples of the type of evidence considered appropriate include:
  - i. your child's performance in English and Mathematics in standardised tests.
  - ii. your child's relative performance in English and Mathematics in relation to other pupils in his/her class. This could take the form of results in internal school tests, transfer practice papers and standardised tests from the beginning of Key Stage 3 compared to the mean value for the year group/class.

The Admissions and Development Sub-Committee of the Boards of Governors have a duty to examine all of the claims for Special Provisions alongside the educational or other evidence and will assess the child's application for a place.

**If you need further assistance on Claiming Special Provisions you may wish to contact Portadown College.**

**The Department of Education has placed the responsibility on Senior High Schools for verifying all evidence used in the admissions process.**

**Before you submit the Senior High Schools (Dickson Plan 14+) Application, you should ensure that the completed ASP Form and all of your documentary evidence are securely uploaded with the Application.**

You are advised to retain a copy of the ASP Form and the documentary evidence you uploaded with the Admission to Senior High Schools (Dickson Plan 14+) **Application**. When you are satisfied that the Application is completed and all of your information is recorded and uploaded, you should submit it to the Education Authority.

### **How do I upload documentary evidence to support the claim for Special Provision?**

- The ASP Form from the school website should be completed, clearly labelled, and uploaded as a single document;
- Supporting documents should be scanned and, where possible, uploaded as a single file;
- Documents should be clearly labelled. Document names should include the type of document, relevant dates (where applicable), and applicant's initials (e.g., medical\_evidence\_15.11.25\_AR).

### **What will happen to my claim?**

The Education Authority Post-Primary Admissions Team will process all of the Senior High Schools (Dickson Plan 14+) Application to be accessed by the first choice Senior High School.

Each school which receives your claim for Special Provisions will make its own independent adjudication on your claim.