

CONFIDENTIAL

**Request to Retain a Pupil in Primary Education
Beyond the Normal Age of Transfer to Secondary Education**

NOTES This request must be completed by the Principal of the primary/preparatory school in accordance with the arrangements set out in Circular 1996/24. It should be submitted to the Education and Library Board with the Principal's request for advice. A copy should be retained and submitted to the Board of Governors together with the advice received from the Education and Library Board.

The information on this form is confidential and must be restricted to parent(s) or guardian(s) and those professionally concerned with the education of the child.

REPORT BY PRINCIPAL

Surname of Child DoB

Forenames Sex

Home Address

.....

Postcode

Name of Parent/Guardian

Address (if different from above)

.....

Postcode

Education and Library Board Area

Name of School

Ref No

School Attendance

Details of all schools attended from age 4+

School Name and Address	Period of Attendance	No of Days Attended
.....	From .../.../...	Possible
.....	To .../.../...	Actual
.....		
.....	From .../.../...	Possible
.....	To .../.../...	Actual
.....		
.....	From .../.../...	Possible
.....	To .../.../...	Actual
.....		
.....	From .../.../...	Possible
.....	To .../.../...	Actual
.....		

Level of Attainment

Level of attainment achieved in	English	Maths	Science
Child's current level of attainment:
Range of level of attainment of the class:
Current Class: P ...	No in Class		

Reason for Request

1. SPECIAL EDUCATIONAL NEEDS (this form should not be completed in respect of a child who is the subject of a formal statement of special education needs).

a. Are the child's special educational needs currently being assessed/re-assessed by the Education and library board?

YES No

If 'YES', please give some background information and indicate what stage the assessment process has reached.

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b. If the answer to a. is 'NO', please specify the nature of the child's special educational needs, how and when they were identified, at what stage in the assessment process the child is currently, and what, if any, specialised help the child is receiving, eg classroom assistance/teaching support.

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Please note that if a statement of special educational needs is being maintained for a pupil the education and library board will make decisions about his or her secondary school placement. See paragraph 6 of Circular 1996/24.

2. CHILDREN TEMPORARILY RESIDENT IN NORTHERN IRELAND

On what date did the child arrive?

How long is the child likely to stay in NI?

3. CHILDREN WITH LONG-TERM ILLNESS

Nature of illness

Period of absence from school: total number of days' attendance in each of last 3 school years against total possible days' attendance:

199 /9 : out of

199 /9 : out of

199 /9 : out of

What impact has this had on the child's progress in Key Stage 2?

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4. CHILDREN WITH SEVERE EMOTIONAL DIFFICULTIES

Indicate briefly the nature of the difficulty and state the impact on the child's progress in Key Stage 2.

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Please give the name, address and telephone number of the appropriate person to contact in the social or medical services or the education and library board.

Name Tel No (incl. STD)

Address
.....

Postcode

5. Is the child being taught in a class a year behind the child's normal year group?

Yes No

If yes please state

(a) when the child was placed a year behind: ; and

(b) the reasons:

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6. **SECONDARY LEVEL DESTINATION SCHOOL**

Will the child be entered, or has the child been entered, for the Transfer Procedure Tests?

Yes No

Which secondary schools are the parent(s) or guardian(s) considering?

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What further support can your school provide in the additional year which in your view cannot be provided by the proposed secondary school(s)?

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Further information or comments which may be helpful.

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I do/do not consider that it is in the child's best interests to remain in primary education an extra year.

Signed:
Principal

Date: