



Department of  
**Education**

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# TRANSFER 2010

Getting Ready to Move from  
Primary to Post-Primary School



## A Guide for Parents

## INTRODUCTION

This is the first of two leaflets that parents of P7 children will receive from the Department of Education about arrangements for the transfer of children from primary to post-primary school in September 2010 (a process called **Transfer 2010**).

In December 2009 you will receive a further leaflet from the Department. This December leaflet will help you choose a post-primary school and complete an application form (known as the Transfer Form).

To help you understand the new arrangements this first leaflet begins with a timetable showing you the main steps in the **Transfer 2010** process. It then explains in more detail two matters that require your attention at this stage in the process. These matters are:

- The significance of ensuring that your child is registered with your Education and Library Board<sup>1</sup> if he/she is entitled to Free School Meals; and
- The decision as to whether or not you wish your child to be entered for a school Entrance Test.

In this leaflet the term "post-primary" refers to both grammar and non grammar schools.

This leaflet is also available in Irish, Polish, Chinese, Portuguese and Lithuanian. Copies can be obtained from your Education and Library Board.

Department of Education  
September 2009

## TRANSFER 2010 POST-PRIMARY SCHOOL ADMISSIONS

### How do post-primary school admissions work?

If schools receive fewer applications than there are places available, all applicants will be admitted.

If schools receive more applications than there are places available, they must apply admissions criteria to decide which children should be admitted.

Schools publish the admissions criteria they will use in Transfer Booklets. You will receive a Transfer Booklet from your Education and Library Board in December 2009/January 2010.

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<sup>1</sup> All references to Education and Library Boards within this document apply equally to the new Education and Skills Authority (ESA) which is scheduled to take over the functions of all five Boards with effect from January 2010.

## MAIN STEPS IN THE TRANSFER 2010 PROCESS

September 2009	<ul style="list-style-type: none"> <li>■ You receive the first of two leaflets from the Department of Education advising on two matters that require your attention before the formal process of transfer begins in February 2010.</li> </ul>
December 2009	<ul style="list-style-type: none"> <li>■ You will receive a second leaflet from the Department of Education. This will provide you with advice on how to go about choosing a post-primary school and completing an application form (known as the Transfer Form).</li> </ul>
December 2009 to January 2010	<p>You will receive, from your Education and Library Board, a Transfer Booklet. This will contain information about each post- primary school in your area, in particular:</p> <ul style="list-style-type: none"> <li>■ How many places are available at each school;</li> <li>■ The admissions criteria that will be used by each school to decide which children are admitted if the school receives more applications than it has places available.</li> </ul>
January 2010	<ul style="list-style-type: none"> <li>■ You can ask any post-primary school to supply you with a free copy of its prospectus. This will contain additional information.</li> <li>■ You will also be able to visit schools on their Open Nights. Most schools hold these in January but some may hold them earlier. Details of dates and times may be found in local newspapers, Transfer Booklets or directly from schools.</li> </ul>
February 2010	<ul style="list-style-type: none"> <li>■ You will be invited to an interview by your child's primary school principal.</li> <li>■ You will be asked to complete a post-primary Transfer Form. On this form you will be asked to list, in order of preference, the post-primary schools (at least three) which you would like your child to attend.</li> <li>■ This is how and when all parents will apply to the post-primary schools of their choice (grammar and non-grammar).</li> <li>■ Primary principals will send completed Transfer Forms to the Education and Library Board. Between then and 28 May 2010 schools listed on Transfer Forms will consider applications and determine which pupils to admit.</li> <li>■ No pupil can be guaranteed a place at their first choice school, and no pupil can be guaranteed a place at any particular type of school, be that a grammar school, integrated school, single sex school etc.</li> </ul>
28 May 2010	<ul style="list-style-type: none"> <li>■ Your Education and Library Board will send you a letter informing you which post-primary school your child has been placed at.</li> <li>■ This is how and when placements in all post-primary schools (grammar and non-grammar) will be communicated to all parents.</li> <li>■ If your child has not been accepted by any of the schools listed on the Transfer Form, you will be asked to nominate other schools.</li> </ul>
28 May 2010 to 9 June 2010	<ul style="list-style-type: none"> <li>■ This is the period during which you can submit an appeal against an unsuccessful application.</li> <li>■ Appeals can only be upheld if it can be shown that a child has not been admitted because admissions criteria have been applied incorrectly.</li> </ul>

## TRANSFER 2010

### REGISTERING YOUR CHILD'S ENTITLEMENT TO FREE SCHOOL MEALS

#### 1. Why are Free School Meals relevant for my child's move from primary to post-primary school?

The Department has recommended that all post-primary schools use their admissions criteria to make sure that they admit a fair number of children entitled to Free School Meals.

Your Education and Library Board holds a register of the children in its area who are entitled to Free School Meals. **To be on the register you have to apply to your Education and Library Board.**

- If your child is listed on this register, then this may be an important part of his/her application to be admitted to a post-primary school.
- If your child is on this register, this will not ensure that your child gets into his/her school of choice, but it may help.
- All information about a child's registration is treated in the strictest of confidence at all points.
- Your child's registration may be one of the things that a number of schools will use to select which children to admit.

#### 2. Can I get my child on the Education and Library Board's Free School Meal Register?

Only some children can be on this register. You will be able to get your child on this register if you are in receipt of:

- Income Support; or
- Income-based Jobseeker's Allowance; or
- Income-related Employment and Support Allowance; or
- The Child Tax Credit; and are ineligible for the Working Tax Credit because you work less than 16 hours per week; and have an annual taxable income of £16,040 or less; or
- The Guarantee element of the State Pension Credit.

Or if your child

- Is the child of an asylum seeker supported by the Home Office National Asylum Support Service (NASS).
- Is entitled to Free School Meals under the new humanitarian grounds communicated to all schools on 25 June 2009. This should be discussed with your child's current school.

Children who hold a **statement of special educational need** can also qualify for Free School Meals, however, these children are placed in a post-primary school on the basis of the content of their statement.

### 3. How do I register my child?

**Your child is not automatically registered as being entitled to Free School Meals.** If you think your child qualifies for Free School Meals, then you should ask your child's school for an application form for Free School Meals. Alternatively, you can contact your Education and Library Board and ask them to send you an application form.

- Belfast Education and Library Board (028) 9056 4000.
- North Eastern Education and Library Board (028) 2566 2571.
- Southern Education and Library Board (028) 3751 2200.
- South-Eastern Education and Library Board (028) 9056 6200.
- Western Education and Library Board (028) 8241 1496.

Please fill out the application form and send it to your Education and Library Board. They will respond as soon as possible.

If you think your child is eligible because you are in receipt of benefits, but you are not sure whether you have already registered your child, you should check with your Education and Library Board to make sure.

### 4. When do I have to get my child on the register?

If Free School Meal registration is to help your child move to post-primary school then he/she should be on your Education and Library Board's register when you apply to post-primary schools. This will be in February 2010.

### 5. If I register my child, does he/she have to receive Free School Meals?

No. Your child can be registered without actually receiving a Free School Meal.

## TRANSFER 2010 ENTRANCE TESTS

**There is no Transfer Test this year.** Some schools, however, are choosing to operate independent Entrance Tests.

- An Entrance Test is a test like the 11+ Test.
- Children in their last year of primary school can, if they wish, sit Entrance Tests.
- Post-primary schools using academic admissions criteria will use the results of these tests to determine which children to admit.

The Department of Education wishes to end academic selection. It does not support the use of Entrance Tests.

However, the Department understands that some parents will want information about Entrance Tests. The Department does not hold this information. Information on Entrance Tests is held by the schools that are using them. It is the responsibility of parents to obtain this information from these schools. In doing this, parents may find the advice below helpful.

### 1. Does my child have to sit an Entrance Test?

No. This is a matter of choice.

- The majority of post-primary schools (the non-grammar schools generally) will not be using Entrance Tests. So, if you are interested in your child transferring to one of these schools there will be no Entrance Test.
- If you are interested in your child transferring to a school that will use an Entrance Test then you can choose to apply to one of these schools without your child sitting their test. You should be aware, however, that your application is unlikely to be successful.

### 2. Which schools will be using Entrance Tests?

If you are interested in your child transferring to:

- A grammar school; and/or
- One of the four schools with a recognised grammar stream - St Patrick's College, Maghera, Holy Cross College, Strabane, Lagan College, Belfast, Slemish College, Ballymena.

then you should contact these schools **NOW** to see if the school will be using Entrance Tests. These schools will have closing dates for applications to sit their Entrance Tests. These closing dates may be approaching.

- The Department is not aware of any non-grammar post-primary schools that are planning to use Entrance Tests.

### **3. What if my child has a statement of special educational need?**

Then he/she has no need to sit an Entrance Test:

- He/she will not be competing for a post-primary school place.
- Your Education and Library Board will discuss a suitable post-primary placement for your child with you as part of the review of your child's statement.

### **4. How do I find out more about Entrance Tests?**

You should ask for more details from any post-primary school(s) to which you may apply and which is using a test. You may find the following questions helpful:

- Can my child be assessed for admission to an Entrance Test school without taking a test?
- What is the deadline for applying for my child to take the test?
- Does my child need to take more than one type of test?
- Where and when will the tests be taken and how will they be organised?
- Will I have to pay for my child to take this test?
- How many papers will be taken and how long will the papers be?
- What allowance will be made if my child is dyslexic, for example?
- What topics will the papers cover?
- How will the tests be marked?
- What sort of grades or results will issue and when?
- How will results be used?

- What happens if my child is sick on the day of a test or has some other problem on the day of the test? Will there be a reserve or supplementary paper?
- What happens if my child is affected by a medical problem or other problem throughout the entire period in which papers are taken?
- What if we have recently moved to the North of Ireland and my child is new to the primary school curriculum?