



For Office Use Only

Application Reference Number _____

Date of Receipt _____

APPLICATION TO THE EXCEPTIONAL CIRCUMSTANCES BODY

Section 1

BASIC DETAILS

Please complete the following basic details about the application you wish to make to the Exceptional Circumstances Body. **Before completing this form you should read the information leaflet entitled "Information About The Exceptional Circumstances Process And How To Make An Application To The Exceptional Circumstances Body".** If you require further information please contact the Exceptional Circumstances Body Secretariat - Tel: 028 91 279871

1. Name of Parent/Guardian _____
2. Address of Parent/Guardian _____
(all correspondence will be sent to this address unless indicated otherwise) _____
3. Name of Child _____
4. Gender of Child Male Female
5. Date of Birth of Child _____
6. Address where the child is currently living *(enter "as above" if applicable)* _____
7. Contact Telephone Number _____
8. Name of the school which it is claimed that the named child must attend. _____
9. Address of the school which it is claimed that the named child must attend. _____
10. Year Group that the child is seeking admission to *(8, 9, 10, 11 or 12?)* _____
11. Name of school currently attended by the child _____
12. Address of school currently attended by the child _____



GUIDANCE NOTES TO ASSIST WITH COMPLETION OF SECTION 2

What are "exceptional circumstances"?

The School Admissions (Exceptional Circumstances) Regulations (Northern Ireland) 2010 define "exceptional circumstances" as "circumstances which are both exceptional and personal to the child in question and relate to admission to a specified school only". If you consider that this definition applies to your child you may submit an application to the Exceptional Circumstances Body, and you may enclose evidence with that application to support your case.

To help you understand what may or may not be considered as "exceptional" for the purposes of this process, the Regulations set out some illustrative examples. It is important to note that as these are only examples they are not the only circumstances that will be considered, nor will circumstances of this type automatically be considered to be exceptional circumstances in every case. Each application will be considered on its merits by the Body and a decision taken accordingly.

Examples of circumstances that may be considered as exceptional by the Exceptional Circumstances Body are:

- "Circumstances where in the opinion of a registered medical practitioner the child has been subjected to sexual abuse";
- "Circumstances where a child is looked after by an authority (as defined in Article 25 of the Children (Northern Ireland) Order 1995."

The Regulations also set out some examples of circumstances that may not be regarded as exceptional. They are as follows:

- "Circumstances related wholly or mainly to the kind of education provided at that school";
- "Circumstances related to a child's academic ability";
- "Circumstances related wholly or mainly to the availability of transport to that school".

What tests will the Body apply to determine whether a claim of exceptional circumstances should be upheld?

- Are the circumstances that are claimed exceptional?
- Are the circumstances that are claimed personal to the child?
- Do the exceptional circumstances that are claimed require admission to only one specific school?

Things to Bear in Mind When Completing Section 2

This section is designed to elicit a concise description of the exceptional circumstances being claimed, and you are therefore asked to limit your comments to the space provided. If necessary, reference can be made to any enclosures being submitted (see Section 3) in order to ensure that a full and complete picture of the circumstances claimed is communicated.

Unless you direct otherwise, the information you provide in Sections 1 & 2 of this form will be shared with the Board of Governors of the post-primary school you named in Section 1 (Question 8) of the form. This is to allow the school that may ultimately be required to admit your child to make either written or oral representation to the panel which will adjudicate on your claim. This is required by the regulations, and must be facilitated in some form.

Section 2

DETAILS OF THE EXCEPTIONAL CIRCUMSTANCES CLAIMED

Please describe the exceptional circumstances that apply to the child named in Section 1 of this form. This will help the Body consider:

- Whether the circumstances that are claimed are exceptional;
- Whether the circumstances that are claimed are personal to the child.

Section 2

DETAILS OF THE EXCEPTIONAL CIRCUMSTANCES CLAIMED

Please explain why the post-primary school named In Section 1 of this form is the only school that could meet the exceptional circumstances described above. This will help the Body consider:

- Whether the exceptional circumstances that are claimed require admission to only one specific school.

It would be helpful if you could detail all other schools in your area and why you came to the conclusion that they could not meet the exceptional circumstances you have described.

GUIDANCE NOTES TO ASSIST WITH COMPLETION OF SECTION 3

Why is supporting written evidence important?

In arriving at a decision the Exceptional Circumstances Body will place considerable reliance on the written evidence you provide in your application form. It is essential therefore that you provide as much information as possible which you believe to be relevant to your case. The evidence that you provide must demonstrate that the circumstances claimed are exceptional and personal to your child, and that they require your child's admission to the school you have specified in Section 1 of the form.

What types of supporting written evidence might be relevant to an appeal?

This will depend on the particular circumstances you are claiming on behalf of your child. It may be that your application should be supported by:

- Evidence from a medical professional about particular medical circumstances;
- Evidence from a social worker;
- Evidence from an educational psychologist;
- Evidence from an education welfare officer;
- Evidence from the Police Service of Northern Ireland;
- Evidence from another expert/professional appropriate to your child's particular circumstances.

This list, however, is not exhaustive and you must decide how best to explain your case and what evidence is most relevant to it. The important thing is that the evidence supports the circumstances you are claiming on behalf of your child. Good supporting evidence is likely to be provided by experts who are qualified in the matters to which their evidence relates.

Is there any supporting written evidence in particular that I should provide?

Yes. You should provide evidence of the fact that your child was refused admission to the post-primary school specified in Section 1 of the form. If your application is in relation to admission to Year 8 following completion of the post-primary transfer process, you should also attach a copy of the Transfer Form that was completed at the start of the process, showing the preferences for all schools that you considered suitable for your child at that time.

Will the supporting written evidence I provide be returned to me?

The Exceptional Circumstances Body understands that some, or all, of the information provided as supporting evidence may be of a personal and sensitive nature. Please indicate in Section 3 whether some, or all, of the supporting evidence submitted should be returned to you with the letter that advises you of the Body's decision.

Will the supporting written evidence I provide in Section 3 be shared with the Board of Governors of the post-primary school named in Section 1 of the form?

No. Only the information provided in Sections 1 and 2 will be shared with the Board of Governors of the post-primary school named in Section 1.

Section 3

ADDITIONAL WRITTEN EVIDENCE IN SUPPORT OF THE EXCEPTIONAL CIRCUMSTANCES CLAIMED

Please list in the table below any additional supporting written evidence which you have attached to the application form. **Please number each enclosure to correspond with the descriptions used in this table.**

Enclosure Number	Brief Description
1	
2	
3	
4	
5	
6	

Please return all enclosures

Please return the following (numbered) enclosures only _____

Declaration

I declare that all of the information provided in this application is truthful, and that I am content for it to be used by the Exceptional Circumstances Body (including its Secretariat) for the purposes of determining whether a claim of exceptional circumstances should be upheld. I also confirm that the child named in Section 1 of this form is not in receipt of a Statement of Special Educational Need.

Signature of Parent/Guardian _____ Date _____

The Exceptional Circumstances Body is committed to ensuring that information of a personal and sensitive nature is stored in an appropriately secure environment.

COMPLETED APPLICATION FORMS SHOULD BE SENT TO

The Exceptional Circumstances Body
 Secretariat, Rathgael House, Balloo Road,
 Rathgill, BANGOR BT19 7PR



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REQUEST FOR EQUALITY MONITORING INFORMATION

As a Body established by the Department of Education, it is incumbent upon the Body to comply with statutory equality duties under section 75 and schedule 9 of the Northern Ireland Act 1998.

To help meet this duty, the Body needs to collect certain information about the child to which this claim relates, over and above that which is required to process a claim of exceptional circumstances.

The following information that is requested will be used solely for monitoring purposes to assess the extent to which this Body is meeting its statutory duties in relation to equality. This information will be stored securely and will not be made available to anyone except when required by law.

Please tick the relevant boxes as they apply to the child for whom exceptional circumstances are being claimed.

Equality Category		Please select		Please select		Please select		Please select		Please select
Racial Group	White	<input type="checkbox"/>	Black	<input type="checkbox"/>	Asian	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>
Community Background	Catholic	<input type="checkbox"/>	Protestant	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Gender	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>						
Disability*	Disabled	<input type="checkbox"/>	Non-disabled	<input type="checkbox"/>						
Dependents	With dependents	<input type="checkbox"/>	Without dependents	<input type="checkbox"/>						

* *The Disability Discrimination Act (often referred to as the DDA) describes a disabled person as someone who has "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities."*

COMPLETED EQUALITY MONITORING FORMS SHOULD BE SENT TO

The Exceptional Circumstances Body
 Secretariat, Rathgael House, Balloo Road,
 Rathgill, BANGOR BT19 7PR