

Post-Primary Admissions

EXCEPTIONAL CIRCUMSTANCES



EXCEPTIONAL CIRCUMSTANCES BODY

INFORMATION ABOUT
THE EXCEPTIONAL CIRCUMSTANCES PROCESS
AND HOW TO MAKE AN APPLICATION TO
THE EXCEPTIONAL CIRCUMSTANCES BODY

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Section I - Introduction

THE EXCEPTIONAL CIRCUMSTANCES PROCESS AND BODY

What is the Exceptional Circumstances Body?

1. The Exceptional Circumstances Body (ECB) is a Body established by the Department of Education to process applications from parents which relate to admissions to post-primary school (Years 8 to 12 only) where it is claimed that a child must attend a particular school but an application made through the normal admissions process has failed. The Exceptional Circumstances process will:
 - Consider parents' claims that their child has exceptional circumstances which mean that he/she must attend a specific post-primary school;
 - Decide for each application whether exceptional circumstances exist; and
 - Direct the necessary admission if an application is successful.

The Exceptional Circumstances process is only for children who are **not** in receipt of a Statement of Special Educational Need.

The Body **cannot** consider cases that relate to pre-school, primary or Sixth Form admissions.

2. **The child must already have applied to the school it is claimed that they need to attend and been refused:** an application to the Exceptional Circumstances Body cannot be successful unless the child has already, and through the normal admissions processes, applied to, and been refused admission to, the relevant post-primary school.

- *If you think that your child has an exceptional need for admission to a particular post-primary school, then the Exceptional Circumstances process can only help you with this if you can demonstrate that you have already applied to that post-primary school for admission, and your child was not admitted.*
- *Your ELB Transfer Officer can advise you on how to apply to a post-primary school through the normal admissions processes. Their details are listed at the end of this leaflet.*

Who will make decisions on exceptional circumstances applications?

3. The members of the Exceptional Circumstances Body have been appointed by the Department of Education but are not employees of the Department. The Body operates independently of the Department of Education, supported by a Secretariat. The Department has no input to, or influence over, the decisions of the Body.

What are “exceptional circumstances”?

4. When it considers exceptional circumstances applications, the Body will focus on the following three tests.

Test 1: Are the circumstances that are claimed exceptional?

Test 2: Are the circumstances that are claimed personal to the child?

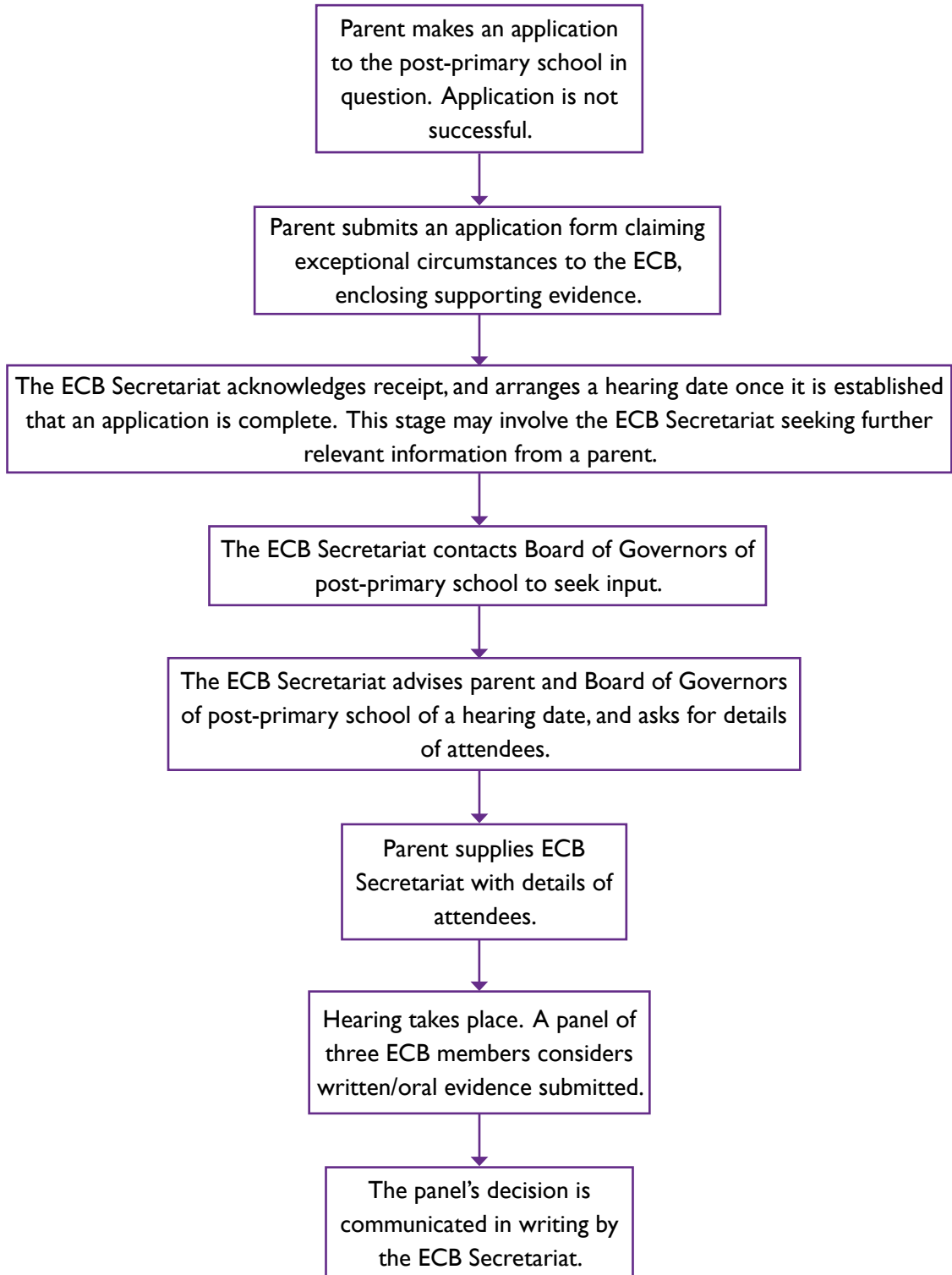
Test 3: Do the circumstances that are claimed require the admission of the child to the school you have specified, and only that school?

A case for admission under the Exceptional Circumstances process may exist only where the Body can answer “yes” to all three questions. More detail on these three tests can be found in Section 2 of this leaflet – “How to Apply?”

5. **Parents should note that their application can only be successful if it demonstrates that there is no other school that may be considered as an alternative school for the child given the exceptional circumstances claimed.** Parents should be mindful of a very important point that is central to the Exceptional Circumstances process. It is not a route to provide parents with their preferred school for their child. It is a route to provide parents with the school that their child must attend because of his/her exceptional circumstances.

Section 2 - How To Apply

SUMMARY OF THE EXCEPTIONAL CIRCUMSTANCES APPLICATION PROCESS



Who can make an application to the Body?

6. An application to the Exceptional Circumstances Body may be made by a **parent on behalf of a child**. The term 'parent' is defined in the Education and Libraries Order 1986 as follows; "parent", in relation to a child or young person, includes a guardian and every person who has the actual custody of the child or young person'.

How do I apply to the Exceptional Circumstances Body?

7. Applications to the Exceptional Circumstances Body must be made in writing using the application form which can be downloaded from the NI Direct website at **www.nidirect.gov.uk**. Alternatively, you can contact the Body by mail, email or telephone and ask for an application form to be sent to you.

The Exceptional Circumstances Body - Secretariat
Rathgael House
43 Balloo Road
Rathgill
BANGOR
BT19 7PR
Email: ecbsecretariat@deni.gov.uk
Tel: 028 9127 9871

8. There is no deadline for making an application to the Exceptional Circumstances Body. Applications may be made at any point in the year as long as an application for admission has recently been made to the specified school and it has been turned down.

The Application Form

9. The Application Form is divided into three Parts.
 - In **Part A** you will be asked 17 questions to establish essential information to facilitate the processing of your application.
 - In **Part B** you will be asked 8 questions that require you to provide information about the child's circumstances. This information will be used by the Body in applying the three tests that must be passed for the application to be successful.
 - **Part C** is where you list and number all the documents you are enclosing with your application to prove your claim of exceptional circumstances, and it also requires you to sign a declaration.

How do I complete Part A of the application form?

10. Part A of the application form contains 17 questions which are mostly straightforward and relate to factual information about the child on whose behalf you are submitting an application. Certain questions do however merit some additional comment.
11. **Question 8** asks you to specify the post-primary school you wish your child to attend. **Check** – have you already applied to this school? It may be that this school is not full and can admit your child in the normal way. Do you actually need to go through the Exceptional Circumstances process in order to get your child into this school?
12. **Question 11** is for parents seeking Year Group 8 admissions only – the first year of post-primary school. Question 11 asks for the names (in full) of all the schools that were applied to on the child's Transfer Form, and to list them in the order of preference as they appeared on that form. The Transfer Form is the application form for the post-primary transfer process – which is the process by which all children in P7 secure places in post-primary schools for the following year. When making this application using the Transfer Form, parents are asked to keep a copy. If you do not have a copy of your completed Transfer Form, please contact the Transfer Officer of the Education and Library Board that you were dealing with at the time your child was ready to transfer who should be able to provide you with a copy.
13. **Question 15** asks whether you have enclosed a document showing that you recently applied to the school specified at Question 8 for admission of the child named at Question 4, and also that the child was refused admission. Your enclosure of such a document is essential. By law, the Exceptional Circumstances Body cannot direct the admission of a child to a school unless it has been demonstrated that an application for the child's admission to that school has been made and refused.
 - This document may be a letter from the school turning down this application.
 - If the child has not yet started post-primary school or has recently started in Year 8 you may not have such a letter. If so, you must attach both:
 - a copy of the Transfer Form (see paragraph 12) that was completed to apply for a post-primary school for the child; and
 - a copy of the letter from the Education and Library Board confirming the outcome of this application – the child's placement at one of the schools listed on the Transfer Form, or confirmation that the child remains unplaced following the conclusion of the transfer process.

14. **Question 16** relates to Year 8 admissions only. It asks whether you have used or are using the normal admissions appeals process in relation to your efforts to secure a place for your child to attend the school you have specified at Question 8. Any parent may appeal any unsuccessful application to start Year 8 at a post-primary school by registering an appeal with an Education and Library Board. All parents are advised how to do this at the end of the post-primary transfer process (late May) when they receive a letter from their Education and Library Board stating the outcome of their application. Such appeals are considered by Admissions Appeals Tribunals.
15. The Admissions Appeals process differs from the Exceptional Circumstances process. It checks whether schools that had more applicants than places available have selected which children to admit by correctly applying their published admissions criteria. Only where it finds errors in this process that have denied a child a place can an Admissions Appeals Tribunal uphold the appeal and reverse the school's decision to refuse to admit the child. The application form for the Exceptional Circumstances process asks for this information so that the Secretariat may know if an appeal decision is pending at the same time as an application has been made to the Exceptional Circumstances Body. It will not affect your application to the Exceptional Circumstances Body.
16. **Question 17** asks whether the child on whose behalf you are applying is currently in receipt of a Statement of Special Educational Needs. If you do not know what this is, then it is extremely likely that your answer to this question is "no". If your child is being considered for a Statement of Special Educational Need at the time when you apply, and this consideration is incomplete, then your answer to this question is also "no" – but if a decision about your child's potential statement is imminent it may be helpful for you to record this here with the date by which you expect the process to conclude.

How do I complete Part B of the application form?

17. Part B of the application form consists of 3 tests. For each test you will be asked a number of questions. Your answers to these questions will be very important when your application is considered by an Exceptional Circumstances Panel. Your application will be successful only if the panel can answer “yes” to all three tests.

18. **Test 1: Are the circumstances that are claimed exceptional?** The application form asks you three questions (**Questions A-C**) in relation to Test 1.

19. **Question A** asks you to describe the circumstances of the child which you believe to be exceptional. Before answering this question you should note that the laws supporting the Exceptional Circumstances process rule out certain kinds of circumstances from being the basis of a successful application. The laws also provide some illustrations of what kinds of circumstances may be the basis of a successful claim:

The Body may not consider the following to be exceptional circumstances:

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

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).

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. Every application will be examined on its own merits by the Body and a decision taken accordingly.

20. You should also note that circumstances cannot be considered exceptional if the same, or very similar, circumstances would have applied to other children competing for the same place at the school specified in the application. For example, bullying, regrettably, is not an uncommon (and certainly is not an exceptional) occurrence. Research commissioned by the Department of Education found that 29% of post-primary pupils perceive that they have been bullied at least once.
21. **Special Circumstances:** applicants should note that claims of “exceptional circumstances” should not be confused with claims of “special circumstances”, a term used to describe arrangements operated by a number of post-primary schools in connection with the use of entrance tests to inform admissions decisions. The Exceptional Circumstances Body cannot review a school’s decision on a special circumstances claim.
22. **Question B** asks you to identify the documents that you have enclosed which provide evidence of the circumstances that you have described as being exceptional in response to Question A. The outcome of an application will depend on the quality of the evidence provided in support of it. This is why it is very important that you answer this question as fully as possible. **If you do not, it is unlikely that your application will be successful.**
23. Before you answer this question you should note that the documents you should identify here will depend on the circumstances you have claimed, but may include:
- a. evidence from a medical professional about particular medical circumstances;
 - b. evidence from a social worker;
 - c. evidence from a school principal;
 - d. evidence from an educational psychologist;
 - e. evidence from an education welfare officer;
 - f. evidence from the Police Service of Northern Ireland; or
 - g. evidence from another expert/professional as appropriate to your child’s particular circumstances.

24. This list is not exhaustive and you must decide how best to support your case with the evidence that is most relevant to your child. The important things are that:
- a. the evidence confirms the existence of the exceptional circumstances of the child as you have described them; and
 - b. the evidence is sourced from someone who is qualified to provide that evidence. A doctor's letter, for instance, is unlikely to be able to prove that a child is being bullied at school (a letter from a school principal may be more appropriate to evidence that). A doctor's letter is however more likely to be able to prove that a child is suffering from certain symptoms. Good supporting evidence is objective and factual. It is likely to be provided by professionals, experts or office-holders who are qualified in the matters to which their evidence relates.
25. You should also note that **all enclosed documents must be originals, not copies** – any enclosed documents that are copies will not be accepted (other than in the case of a Transfer Form). Where evidence is provided by a particular professional it should be on headed paper to include the address of the organisation that employs that professional, and signed by the individual. You should ask any person providing a document in support of your case to indicate whether he/she is content for the Body to seek further information if required and provide contact details.
26. **Question C** asks you to explain how the documents you have identified support your claim. Answering this question is optional and may be unnecessary. If you wish to highlight any aspect of the documents you have identified then this is your opportunity to do so.

27. **Test 2 - Are the circumstances that are claimed personal to the child?** There is only one question here – **Question D**. This question asks you to explain how the exceptional circumstances you have described for Test 1 are those of the child and not those of somebody else. This explanation may be unnecessary (eg in the case of a child whose exceptional circumstances are defined by a medical condition).
28. On the other hand, the circumstances you have claimed for Test 1 may involve the circumstances of those living with the child or their wider family. In such cases you should explain why the circumstances you have claimed are to be regarded as those of the child. For a claim to be successful the exceptional circumstances claimed must be those of the named child and not those of anyone else. In practice this means that a successful application will not involve the needs or preferences of parents or extended family, except where these unavoidably dictate the circumstances of the child. For example, it may not be successfully argued that a child must attend a particular

school because of reasons associated with a parent's employment arrangements. Such circumstances are regarded as belonging to the parent rather than the child.

29. You should also note that this test does not mean that a child's exceptional circumstances cannot involve another person if the claim is to be successful. Take the example of a child whose exceptional circumstances are that they are a carer to a disabled member of their family. Such an example clearly involves the disability of someone other than the child at the centre of the claim. However, at the same time the circumstances of the child's caring responsibilities are clearly the child's circumstances.
30. **Test 3 - Do the circumstances that are claimed require the admission of the child to the school you have specified, and only that school?** There are four questions here (**Questions E-H**). Before you answer these questions you should note that Test 3 will often be the hardest test for an application to pass. It may require you to do a reasonable amount of background work. Some circumstances (for example, an exceptional case of bullying) may unfortunately mean that a child needs to leave their current school. However, these may not necessarily be circumstances that require the child to move to one particular school as an alternative. Many schools have places available and all must be capable of catering for all children except in the most exceptional of circumstances.
31. **In relation to Test 3, the success of your application may depend on the extent to which you are able to demonstrate that there is no other school that may be considered as an alternative school for the child.** Parents should be mindful that the Exceptional Circumstances process is not a route to provide parents with their preferred school for a child. It is a route to provide parents with the school that their child must attend because of his/her exceptional circumstances.
32. **Question E** reminds you that so far you have specified a school that your child must attend (Part A, Question 8) and described your child's circumstances (Part B, Questions A-D). In relation to this, **Question E** then asks you to describe the things about the school that you have specified which make it necessary for the child to attend only this school.
33. In answering this question you should note that these things may be physical features that a school possesses (eg location close to a specialist medical facility). On the other hand, the things about the school you have specified that prompted you to name it may relate to what it does not have: is it perhaps the only school that the child can attend where you believe bullying may not occur? You should describe what it is about the specified school that you feel makes it the only suitable school for your child. The things you describe may be physical, non-physical or a combination of both.

34. You should remember also the exceptional circumstances that are personal to the child as you have described them in your answers to Questions A-D. **Question E** is asking you to describe what it is that distinguishes the specified school from other schools in terms of addressing your child's exceptional circumstances. There should be a relationship between the child's exceptional circumstances as described in your answer to Questions A-D, and the things about the specified school that you describe in your answer to **Question E**.
35. You should note also that **Question H** is where you will explain why no other school may be considered as an alternative school for the child. Negative information about schools that you have ruled out can be provided when answering **Question H**.
36. **Question F** asks you to identify documents that you have enclosed which provide evidence of the things about the specified school that you have described in your answer to Question E. This may not always be possible or appropriate but often will be. In response to Question E you may have described features about the school that are matters of fact that the school can confirm. If so, it will help your application and the speed with which it may be processed if you can enclose this confirmation with your application.
37. **Question G** asks you to explain how the documents you have just identified support your claim. Answering this question is optional and may be unnecessary. Basically, if you wish to highlight any aspect of the documents you have identified then this is your opportunity to do so.
38. **Question H** is where you should indicate which alternative schools you have considered for your child and, for each school named, explain why you have ruled it out as a possible school. It may assist the speed with which your application is processed if you can, where possible, enclose with your application documents that support the reasons provided as to why a school cannot be considered an alternative. Part C of this form will ask you to number each document you enclose and you may refer to documents here using the enclosure number quoted in Part C.
39. Before you answer this question you should understand how your answer will be processed. When your application is received, the Secretary of the Exceptional Circumstances Body will establish the names of all post-primary schools within 15 miles of where your child lives that have places available. This information is available from your local Education and Library Board (or can be requested through the ECB Secretariat) and you may wish to establish this information and use it in answering Question H. The Secretariat will draw to the attention of the panel hearing your application the names of any schools with places available which do not appear in your

answer to Question H. You may be asked to provide an explanation as to why certain alternative schools with places available were ruled out or were not considered by you as a possible school for your child.

40. In accordance with Department of Education policy on school admissions, there are certain circumstances where it will be considered legitimate for you to rule out alternative schools that have places available.
41. Firstly, if it can be proven that a child is unable to travel to one of the alternative schools with places available inside one hour, for example, because bus timetables do not allow for this. All such claims will be checked by the Secretariat.
42. Secondly, it is possible that you may be able to successfully rule out a school on grounds of school type. There are four school types:
 - **Denominational:** this includes all denominational secondary and grammar schools. The term “denominational” reflects a connection these schools have with a particular religious denomination (ie Catholic);
 - **Non-denominational:** this includes all non-denominational secondary and grammar schools. The term “non-denominational” reflects the fact that these schools have no connection with a particular religious denomination;
 - **Integrated;**
 - **Irish-medium.**
43. You should note that a panel will not permit you to successfully rule out a school on the grounds of type if it is the same type as a school (primary or post-primary) that your child has attended previously, or if it is the same type as the school you have specified at Part A, Question 8. You should also note that you cannot successfully rule out a school using a definition of school type other than the four types listed above. In particular:
 - **You may not** successfully rule out any school that is or is not a grammar school simply because it is or is not a grammar school;
 - **You may not** successfully rule out any school that is or is not a single-sex school simply because it is or is not a single-sex school;
 - **You may not** successfully rule out any school simply because it does or does not provide a particular course or subject.

44. You should note that for **family-based claims** (ie if the basis of an application is that a child must attend the same school as another family member or members), even if you successfully prove that the child must be at the same school as other family members, you may still need to demonstrate why other schools which have places available cannot admit all the children who need to be educated together.

How do I complete Part C of the application form?

45. Part C of the application form contains 2 questions. **Question 1** is where you will list and number the important documents you have enclosed with your application as evidence. **Question 2** asks you to sign a declaration in relation to all of the information contained within your application.
46. **Question 1** asks you to complete the table provided in relation to all of the documents that you have enclosed with your application. Before doing so:
- a. **Please note that the enclosure of one type of document(s) is absolutely essential** – see **Part A, Question 15** where you are required to enclose documentation which shows that:
 - i. you have recently applied for admission for this child to the school you have specified; and
 - ii. admission has been refused.
 - b. **Please also note that, for Part B, Test 1, it is also likely to be essential** that you enclose documentation that proves the existence of the exceptional circumstances that you have claimed relate to your child. Please note, in order to provide the evidence of the circumstances you are claiming, a document must come from an appropriate source. An appropriate source will often be a qualified professional with personal knowledge of the child and/or the circumstances claimed as exceptional.
 - c. **Please note also for Part B, Test 2 and/or Test 3**, it may also help your application to enclose documents that support your case.
 - d. Please note you should clearly number each document you have enclosed and enter that number in the table.
 - e. Please also note that, where a document you have provided relates to one or more of the three tests in Part B, the table asks you to indicate which of the three tests it supports. One document may support more than one test.
 - f. Please also note that some or all of the documents you have enclosed as supporting evidence may be of a personal and sensitive nature. For this reason, the table allows you to indicate whether some, or all, of the supporting evidence submitted should be returned to you.

- g. Please also note that if you are enclosing several pieces of supporting evidence you should ensure that the correct postage amount has been paid to cover the contents of the envelope, otherwise the envelope will not be accepted and your application will be delayed.

47. **Question 2** invites you to sign a declaration in relation to all of the information contained within your application. Your signature means that:

- you are content for all of the information that is part of your application to be used by the Exceptional Circumstances Body (including its Secretariat) in accordance with the Data Protection Act 1998 for the purposes of determining whether a claim of exceptional circumstances should be upheld; and
- you are content also for the Body's Secretariat to make enquiries about support offered/provided by the school currently, or most recently, attended by the child and/or an Education and Library Board if this is relevant to the circumstances described in the application; and
- you are confirming that the child named in Part A of the application form is of statutory school age; and **most importantly,**
- **you are confirming that all of the information contained within your application is truthful.**

Before signing this declaration it is important that you read it carefully and understand it. It is also important that you do not leave the declaration unsigned as this will mean that your application will be returned to you as incomplete.

What happens once my application has been submitted to the Body?

48. Your application will be acknowledged by the Body's Secretariat. If the Secretariat finds that your application omits any of the following it will return it to you as incomplete with guidance on how to complete it:

- a document or documents showing that you have recently applied for admission for your child to the school specified at **Part A, Question 8** and have been refused;
- a signed declaration at the end of the application form (Part C);

- a document which you have stated in Part C should have been enclosed with the application but is not attached.

49. **Once an application is complete, your case will be scheduled for a hearing before an Exceptional Circumstances Panel. The Secretariat will seek to have this hearing within 4 weeks of the receipt of a complete application, or as soon as possible thereafter.**

An Exceptional Circumstances Panel will comprise three members of the Exceptional Circumstances Body. All panels will consist of a mix of members who have been appointed for their legal expertise and members appointed for their expertise in relation to the education and/or welfare of children.

50. **You will then be contacted by the Secretariat who will advise you of the date, time and location of your hearing** and ask you to complete and return a form indicating whether you, your child or any representative intends to attend the hearing, and if so, if you require any special arrangements (other than childcare) to be made to enable you to do so. Please note that children cannot be left unattended at the hearing venue and there are no childcare facilities. If you are unable to attend the hearing on the date given it will only be possible to reschedule the hearing in very exceptional circumstances. Doing so will require the hearing to be adjourned to a later date.
51. It may also in this period be necessary for the Secretariat to make enquiries about support offered/provided by the school currently, or most recently, attended by the child and/or an Education and Library Board if this is relevant to the circumstances described. The Secretariat may also need to obtain information about Department of Education policies that apply to circumstances described in an application.
52. **Invitation to applicants to provide further information:** at any point during the processing of your application a panel may request, through the Secretariat, that you provide further evidence in support of your application. In such circumstances, the Secretariat will contact you to ask you to provide the requested information in advance of the hearing.

Section 3 - The Hearing Process

Who can attend the hearing?

53. You have a right to attend the hearing and to make representations to the panel in support of your application, and may be accompanied by the child and/or any representative that you may choose. While attendance is not compulsory, applicants are encouraged to attend where possible, as attendance offers an opportunity for panel members to understand in greater detail the arguments being advanced, and explore with the applicant any issues that remain unresolved following consideration of the written application and supporting documentary evidence. Only persons involved in making representations may attend a hearing.

Will anyone else present evidence to the panel?

54. The Board of Governors of the school you have specified will be given the opportunity to provide written or oral representation to the panel, but is not compelled to do so. Hearings may proceed regardless of whether or not the Board of Governors comment on an application. A panel may also request evidence to be provided by any other relevant source if it determines that this evidence may be important in arriving at a decision.

What will happen at the hearing?

55. The panel will consider the information provided in your application, or in oral evidence, and any supporting documentary evidence in order to reach a decision. **For a case to be successful, the panel must be satisfied that on the basis of the available evidence, it can answer “yes” to the following three tests:**
- Test 1: Are the circumstances that are claimed exceptional?
 - Test 2: Are the circumstances that are claimed personal to the child?
 - Test 3: Do the circumstances that are claimed require the admission of the child to the school you have specified, and only that school?
56. Where the panel feels that there is insufficient information to reach a determination it may request further information from any of the relevant parties.

How long will a hearing take?

57. This will depend on the complexity of the issues before the panel. A complex case may not be concluded in one day; other cases may be more straightforward and take no more than an hour or two to consider. The length of time taken to hear a case is not an indication of the relative merits of the case, simply its complexity.
58. As some hearings may need to be adjourned in order to seek further information, additional evidence or clarify some issues, the final date of the hearing will be the date on which the panel is satisfied that it has all the information it needs in order to make a determination.

Section 4 - The Outcome

When will I know the outcome of my application?

59. **Decisions will not be communicated at the hearing.** Once all of the evidence is before the panel, including written evidence and any representations made at the hearing, the panel will consider the case and reach a decision in private. After consideration and discussion, decisions will be arrived at on the basis of a simple majority of the panel. The panel will record its decision and notify the Secretariat which will write to the applicant, the specified school and the relevant Education and Library Board to advise them of the decision. **The panel's decision will issue within three weeks of the final date of the hearing** or as soon as possible thereafter. Please do not contact the Secretariat during this period as decisions will not be communicated verbally.

What will be the panel's decision on my application?

60. In respect of all of the applications that it hears, the panel will decide **either**:
- that the child who is the subject of an application does have exceptional circumstances that require his/her admission to the post-primary school that his/her parents have specified. If this is the case, the panel will direct the specified school to admit the child; **or**
 - that that the child who is the subject of an application does **not** have exceptional circumstances that require his/her admission to the post-primary school that his/her parents have specified. If this is the case, the panel will not direct the specified school to admit the child.

Section 5 - Useful Addresses and Telephone Numbers

| | |
|--|--|
| <p>Belfast Education and Library Board 40 Academy Street BELFAST BT1 2NQ Tel: 028 9056 4080</p> | <p>North-Eastern Education and Library Board County Hall 182 Galgorm Road BALLYMENA BT42 1HN Tel: 028 2565 3333</p> |
| <p>South-Eastern Education and Library Board Grahamsbridge Road Dundonald BELFAST BT16 2HS Tel: 028 9056 6200</p> | <p>Southern Education and Library Board 3 Charlemont Place The Mall ARMAGH BT61 9AX Tel: 028 3751 2200</p> |
| <p>Western Education and Library Board Campsie House 1 Hospital Road OMAGH BT79 0AW Tel: 028 8241 1411</p> | <p>Department of Education Rathgael House 43 Balloo Road Rathgill BANGOR BT19 7PR Tel: 028 9127 9841 Department of Education Website: www.deni.gov.uk</p> |
| <p>Secretariat The Exceptional Circumstances Body Rathgael House 43 Balloo Road Rathgill BANGOR BT19 7PR Tel: 028 9127 9871 Email: ecbsecretariat@deni.gov.uk</p> | <p>NI Direct www.nidirect.gov.uk www.nidirect.gov.uk/index/information-and-services/parents/schools-learning-and-development/choosing-a-school/appealing-a-school-place-decision.htm</p> |