



## To parents / guardians of children in their final year at primary school

September 2024

- a note from the SEAG Administration Department

Dear Parent /Guardian

Have you been considering registering your child to sit the SEAG 2024 Entrance Assessment but have not yet filled in and completed a Pupil Application Form? If so, please read on.

- The Registration Period ends at 11.59pm on Friday 20<sup>th</sup> September 2024. Only pupils who are registered can sit the Entrance Assessment.
- To register your child, you will need to go to [www.seagni.co.uk](http://www.seagni.co.uk), click on “Get Started”, then enter your own details and continue to make a Pupil Application for your child.

What follows relates to two specific aspects of the Application: Free School Meals and Access Arrangements, which will only apply to some parents.

- When making a Pupil Application there is a £20 Administration Fee. Parents whose child is in receipt of **Free School Meals** can choose not to pay the £20 if they can provide clear evidence from the EA of their child’s FSM Entitlement.

The FSM evidence must include the pupil’s name and academic year of Entitlement.

SEAG will accept either 23/24 or 24/25 documentation which must be:

*A copy of a FSME confirmation email from the Education Authority (EA) OR*

*A screenshot from your EA Portal account which provides evidence of FSME OR*

*A copy of an EA “Entitlement Letter”.*

Documents must show the child’s name, date of birth and that the FSME is current.

- If you are including a request for **Access Arrangements** in your Application, please note that it is essential that you upload evidence for every request that you have made, in accordance with the document: *Access Arrangements Policy, Procedures and Guidance 2024*. This document is available on the SEAG website under “Guidance for Parents – Access Arrangements Resources – Policy, Procedures and Guidance”. It may not be possible to approve Access Arrangements if a parent fails to adhere to this document and the evidence required.

### LATE REGISTRATION WINDOW

- There may be a small number of parents who miss the Registration Deadline of 11.59pm on Friday 20<sup>th</sup> September 2024 but who still want to register their child so that their child can still sit the SEAG 2024 Entrance Assessment.
- **SEAG is opening a “Late Registration Window” from 8.00am on Monday 23<sup>rd</sup> September 2024 until 11.59pm on Thursday 26<sup>th</sup> September 2024.**
- **This will be the FINAL opportunity to make a Pupil Application for the 2024 Entrance Assessment.**
- **If the Pupil Application form has not been completed and submitted by 11.59pm on 26<sup>th</sup> September 2024 the pupil will not be able to sit the Entrance Assessment because he / she has not been registered.**
- Providing a Late Registration Window involves additional costs to SEAG and so the Administration Fee during the Late Registration Window is £50 not £20.