

Note: Some images in this guide show a previous year's intake. When applying the correct intake year will be displayed on EA Connect.

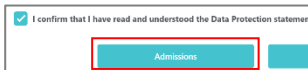
Applying for your child's primary school place for September 2025

LOGIN AND START YOUR APPLICATION

1. Enter your email address and password to login.

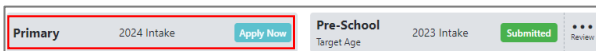


2. Read the Data Protection Statement, tick the confirmation box and select **Admissions**



Note: If you applied for a Pre-School place in 2024 your child's name will appear on **the My Admissions Applications** page with the option to apply for a Primary place in 2025.

Select [Edit child](#) to review and update their details, if necessary, e.g. address. You can also update your own details on the [My Information](#) page.



Continue to [Apply for a Primary School place](#).

To add your child's details to EA Connect for the first time:

3. Click [+ Add Child](#)

4. Enter the child's details, ensuring you **use the name on the birth certificate**.

5. Select [Use parent address](#) to add your address to the child's details.

6. If the child does not live at your address

enter the **postcode** and use the [Find Address](#) function to select the appropriate address from the dropdown list. If the address is not available in **Find Address** click

[Enter address manually](#) and enter the address

7. Click the down arrow at [Relationship to Child *](#) and select from the list

8. Select **Parental Responsibility**



Click [i](#) for further information on **Who possesses Parental Responsibility**.

9. Click [Save](#)



Important: Check your child's date of birth is correct as it determines the type of place(s) you can apply for. You can amend your child's details on the **My Admissions Applications** page by clicking

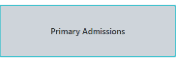

[Edit child](#)

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk | Education Authority Northern Ireland \(eani.org.uk\)](#)

TO APPLY FOR A PRIMARY SCHOOL PLACE:

10. Click 

11. Read the information at **WHAT PLACES CAN I APPLY FOR?** To apply for a Primary place, select  and 

12. Click the box(es) on the **Elders child** questions, if applicable to your child

Select if applicable:

- Eldest or only child in family (Please tick if the child is the eldest/only child of the family)
- Eldest boy in family (Applicable for single sex schools)

13. Click the down arrow at **Current School** and select the **current Funded Playgroup/Nursery/Unit** from the list. This can also be found by typing the name of the Funded Playgroup/Nursery/Unit into the search box.

Note: If not applicable select '**Home/None**' or '**A Pre-School not listed or Paying for a Place**'.

14. Click 

On the **Your School Choices** page indicate the schools you wish to apply to, in order of preference.


Note: If you try to complete your application with less than 4 choices, you will receive a pop up advising you to have a minimum of 4 schools selected.

15. Click 

16. Click the down arrow and select your preferred school.

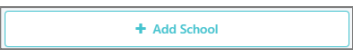
17. This can also be found by typing/partially typing the name of the school into the search box and/or scrolling through the dropdown list. **Where schools have similar names please ensure you have selected the correct school.**

18. Tick if a brother/sister currently attends the school and enter the name of the brother/sister

Note: If you haven't already read the Admissions Criteria or you wish to review it again, you can select  to download the Admissions Criteria document for your chosen school to your device. This can be opened from your device without closing the online application.

19. In the box under **Please outline how your child meets the admissions criteria** ensure you indicate how your child meets the admission criteria for each school. If you need to include more than 3000 characters you can attach a separate document later in your application.

20. Click 

21. Click  and continue to add at least 3 more schools

22. Click  when all schools have been added

Note: It is strongly recommended to select at **least 4** schools as there is no guarantee that your child will be allocated their first preference.

If you choose an Irish Medium school/unit, a pop-up notification will advise you the school has Irish and English provision (if applicable). If you also want your child to be considered for the English provision you must add the school again, separately, on your application.

You have selected a school that has an Irish Medium Unit and also has English provision.
If you wish to list both the Irish and English units of this school, you will need to add these separately on your application, in your order of preference.

St Francis' PS (Lurgan)
St Francis' PS (Lurgan) Irish Medium Unit

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If you have selected an Integrated school as a school choice, you will receive the following question:


Some of the schools you have selected require additional information. We will only share relevant information with each school / EA.

Select one option to indicate the community your child belongs to: *


Protestant community

Roman Catholic community

None / Other


The preference order of schools can be changed by clicking on  beside the school name and dragging to the required place. You can click on a school name to edit contents or remove a school.

← Your School Choices

Please select your preferred schools. It is strongly recommended to select at least 4 schools apply for a maximum of 12 schools. 

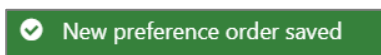
Please drag and drop your preferences to re-order them or click on a school name

- 1 St John the Baptist PS (Portadown)
- 2 St John the Baptist PS (Portadown) Irish Medium
- 3 Windmill Integrated PS (Dungannon)
- 4 The Cope PS (Loughgall)

23. Click  to confirm the change of preference.

24. Click 

A banner message will briefly appear to confirm a new preference order has been saved.



DOCUMENTS UPLOAD

Upload supporting documents as part of the admissions criteria. **A birth certificate is required for every child.**

25. Click 

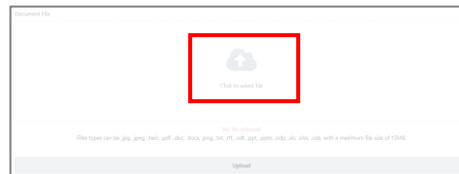
26. Select **Document Type** from the drop-down

Document Type *

Select document type

- Birth Certificate
- Proof of Address
- Proof of Eldest Child
- Other


27. Click to select file




28. Choose a file from browser, or on a mobile, take a photo or choose one from photo gallery.

29. Click 

Note: A preview is available for images or pdf documents. This is not available with MS Office documents.

30. Click  and add further documents as required


31. Click 

32. Select  to confirm all documents uploaded.

A message will appear on the screen to advise that all relevant sections have been completed but the application has not yet been submitted.

33. Click 

34. Review **Application Summary** to ensure all information is correct before submitting.

A copy of the application may be exported by clicking 

You can edit any section by clicking 

35. Click 

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36. Read **Terms and Conditions** and tick to confirm details are correct:

The details provided are correct to the best of my knowledge and I agree to the terms and conditions.

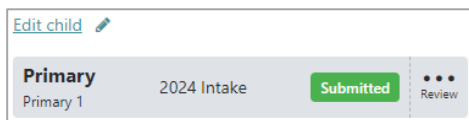
37. Select [Submit](#)

Note: The application is not valid until it has been submitted. **Remember to submit by the closing date of 12 noon on Friday 24 January 2025.** You will not be able to click Submit after the closing date/time.

You will receive notification immediately on the portal when you submit your application.

An email will also be sent to the registered email address confirming submission of your application.

38. Click [Back to My Applications](#) or [Back to Application Summary](#)

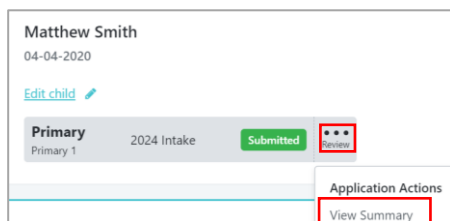


EDIT APPLICATION

Applications can be edited from the **'My Admissions Applications'** page on the portal until the closing date.

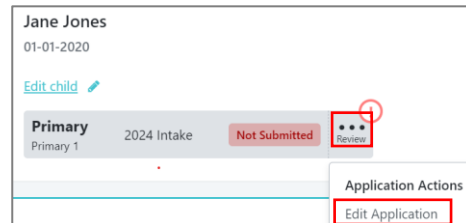
If your application has been submitted:

39. Click on the three dots on the grey card under your child's details and select **View Summary**. This will enable you to view a summary of your application (if application has been submitted) and edit any changes required.



If your application has not been submitted, you will not be able to select view summary from the three dots.

40. Click [Edit Application](#) to complete and submit your application



It is not a valid application until it is submitted.

Applications can be submitted until **12 noon on 24 January 2025**. Documents may be added until **4pm on 29 January 2025**.

EDIT CHILD DETAILS

41. To edit the child's details i.e. home address click [Edit child](#). Forename and Date of Birth are greyed out and cannot be edited.

Note: Where an address changes after the application closing date, school(s) will consider the address recorded at the closing date. This may be relevant where home address is referred to in the admissions criteria.

EDIT YOUR INFORMATION

You may wish to edit your contact information during the Admissions process e.g. if you move to a new address

42. Click [My Information](#)

43. Edit contact information as required

44. Click [Update](#)

The following message will appear:

Your details have been updated.

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