

Notes of Guidance for Parents on Admission to Post-Primary Education (Year 8) 2024/25

The usual age group for application is pupils who will be 11 years old by **1 July 2024** (those dates of birth between **2 July 2012 and 1 July 2013**). Pupils who were retained for an extra year in Primary School can also apply and, in exceptional cases, underage pupils if agreed by the Board of Governors of their Primary School.

Children with a Statement of Special Educational Needs have a separate admissions procedure where the Post-Primary school placement is discussed with the parent as part of the review of the child's statement. Therefore, application **should not** be made on this form or through the Post-Primary Application Portal. You can contact your local EA Special Education Department for more information or the SEN Helpdesk on 028 9598 5960.

You cannot apply on this form for a place in an **Independent School**. Please contact the school directly.

It is important to read the admissions criteria for the schools you are listing as preferences and to attach any documents that schools have indicated are required for your child's application to be considered. Admissions criteria is available for all schools on the Education Authority's website at www.eani.org.uk/admissions.

How do I apply for a post-primary school place? Online applications closed 12 noon on 22 February 2024, to submit a late application you can fill in the application form attached to these notes of guidance. You should complete only **ONE** application form and on it list **ALL** the schools where you would be willing to accept a place. You should state clearly the published name and locality of each school you are listing.

Applying to an Integrated School - If you list an integrated school(s) as a preference you will need to check carefully its admissions criteria and ensure that you provide the details of your child's community background. If you list an integrated school(s) as a preference, please ensure you complete this section on the application form as this information is required by integrated schools to apply their balance. If applying online this information will only be visible to integrated schools that you list on your online application. However, if applying using a paper form, all information you provide, including that relating to your child's community background, will be visible to any school listed as a preference on your paper form which considers the application. If, when applying on a paper form, you wish to keep your community background private from other schools, you should contact the integrated school(s) you wish to apply for, to find an agreed alternative method of providing this information e.g. some integrated schools may have a separate pro-forma that you can complete and submit directly to the school.

How many schools should I nominate? You should nominate at least **four** schools and include at least one non-grammar school or your child may be at greater risk of being unplaced at the end of the process. At this point the choice of schools with places remaining will be limited. You may need to list more than four schools if the schools you are nominating are normally oversubscribed. For over 65% of those children who had not gained a place at the end of the 2023 admissions process, only one to three preferences had been listed on the application.

Where do I return the form to? Send your completed form and your child's birth certificate along with all other supporting documents as required via **Email to postprimaryadmissions@eani.org.uk OR Post to Post-Primary Admissions Office, Education Authority, Ballee Centre, 2-6 Ballee Road West, Ballymena BT42 2HS.**

The closing date for late applications is 4pm on Monday 4 March 2024.

Applications submitted after 4pm on 4 March will not be processed until after the issue of placement notifications on 18 May 2024.

How can I contact the EA? Admissions Helpdesk **028 9598 5595** email: postprimaryadmissions@eani.org.uk

Post-Primary Application (Year 8) for entry September 2024

Applicant Details – please provide your details below

Your name:

Email Address: (will be used to notify outcome of application)

Daytime Phone Number/Mobile Number:

Your Home Address:

Postcode: Relationship to child:

Home Language (where English is not first/main language)

Child Details – please provide the details of the child you are making the application for

Forename (As shown on birth certificate):

Known as (If known as a different name to that shown on birth certificate):

Middle Name(s):

Surname (As shown on birth certificate):

Sex: Male Female Date of Birth

Child's Home Address (If different from above):

Postcode:

Do you have Parental Responsibility for the above named child? YES NO

Please tick all that apply:

Eldest or only child in family (Refer to criteria as individual schools' definitions may differ)

Eldest boy/girl in family (Applicable for single sex schools)

Child is registered with the EA as being entitled to free school meals YES NO

What primary school is the child currently attending?

Additional Information Some schools you choose may need additional information. Only complete if relevant.

Please confirm if your child was registered for SEAG Entrance Assessments? YES NO

If YES please provide:- Unique Pupil Number (UPN):

Did your child sit both SEAG Entrance Assessments? YES NO

Band: Total Standardised Age Score (TSAS):

Do you wish to apply for Special Circumstances / Special Provisions? YES NO

If YES parents must provide copies of all relevant documents in support of your claim for Special Circumstances / Special Provisions. Have you included supporting documents with this application form? YES NO

If you are applying to an Integrated School please tick one box to indicate the community your child belongs to:*

Roman Catholic community

Protestant community

None / Other

*see note 'Applying to an Integrated School' in Notes of Guidance

Please list your preferred schools below. It is recommended to select at least four schools as there is no guarantee that your child will be allocated their first preference. You can apply for six schools using this application form. If you wish to list more than six schools please attach them on an additional sheet and ensure to put your child's details at the top.

<p>Enter schools in order of preference. Give each school's full name and location. Please outline how your child meets the admissions criteria of each school. You can list further reasons for your preferences on another sheet(s), if necessary, putting your child's details at the top of each sheet.</p> <p>Your School Choices</p>	<p>Are there brothers/sisters currently attending? PLEASE TICK</p>
<p>1st Preference Reasons for 1st preference</p>	<p>YES Name of Sibling:</p>
<p>2nd Preference Reasons for 2nd preference</p>	<p>YES Name of Sibling:</p>
<p>3rd Preference Reasons for 3rd preference</p>	<p>YES Name of Sibling:</p>
<p>4th Preference Reasons for 4th preference</p>	<p>YES Name of Sibling:</p>
<p>5th Preference Reasons for 5th preference</p>	<p>YES Name of Sibling:</p>
<p>6th Preference Reasons for 6th preference</p>	<p>YES Name of Sibling:</p>

DECLARATION (to be signed by applicant)

I hereby certify that:

- a. This is the ONLY application submitted for Post-Primary education in respect of the child named on this application (excluding Independent Schools).
You understand that if you submit more than one application, then the first application submitted will normally be treated as the formal expression of parental preference and all other applications will not be considered.
- b. You have read the published admissions criteria of the school(s) nominated above.
- c. The address which you have given is the child's home address and NOT the address of a child minder/another relative or a business address.
- d. You understand that it is your responsibility to provide all information relevant to this application including any documents required by the schools listed as preferences.
- e. The details you have given on this application are correct. You are aware that if a place is awarded on the basis of false or misleading information it will be withdrawn.

Do you consent to the sharing of preferences with your child's current school Principal?

Providing consent will enable your child's current Principal to provide advice and guidance on the preferences you have made, should they wish to do so.

I consent

I do not consent

Signature of Applicant: _____ Date: _____

THIS FORM MUST BE RECEIVED
Via email to: postprimaryadmissions@eani.org.uk

OR via post to:

**POST-PRIMARY ADMISSIONS OFFICE, EDUCATION AUTHORITY
BALLEE CENTRE, 2-6 BALLEE ROAD WEST, BALLYMENA BT42 2HS**

by 4pm Monday 4 March 2024

Applications received between 12 noon Thursday 22 February and 4pm Monday 4 March 2024 will be treated by schools as *late* applications

Applications submitted after 4pm on 4 March will not be processed until after the issue of placement notifications on 18 May 2024, at which point many schools will have filled all available places

**A COPY OF THE CHILD'S BIRTH CERTIFICATE AND ANY OTHER SUPPORTING DOCUMENTS
required by your chosen schools MUST be provided with your application**

DATA PROTECTION STATEMENT – The Education Authority (EA) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that the processing is necessary for reasons of substantial public interest in the exercise of a function conferred by an enactment or rule of law.

For an application for admissions to pre-school or school EA will share the information you have provided as necessary with the pre-schools or schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal. EA will share limited information within its organisation and with other bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies or the Public Health Agency) where it is has a lawful basis for doing so, or for the purposes of provision of services to children. EA will share anonymised preference data with the Department of Education (DE) to enable it to measure the demand for integrated education, monitor patterns of applications and admissions, sustainability and over subscription.

Further information on how the EA handles your information as well as details on how to contact us if you have any questions, is contained in our Privacy Notices on the EA website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notice>.