

# Applying for a Post-Primary School Place



**POST-PRIMARY ADMISSIONS  
KEY INFORMATION**

# Applying for a Post-Primary school place

Transfer to Post-Primary education is a significant milestone in your child's life and deciding on where to seek a school place will be one of the most important decisions that you will make as a parent. This leaflet provides key information on the on-line Post-Primary admissions process and signposts you to further information.

## How do I make an application for a Post-Primary school?

Parents/guardians now make application for Post-Primary schools on-line. Primary schools will not be sending out Transfer Forms as happened in previous years. The on-line application process will be open between 12 noon on Tuesday 1 February and 4.00pm on Wednesday 23 February 2022 (see our quick guide on the last page).

## Statement of Special Educational Needs

Please note you should not use this on-line application process if your child has a statement of special educational needs as separate arrangements will be made for your child through the Special Education section of the Education Authority (EA).

## How many schools should I nominate?

You should nominate at least **four** schools and include at least one non-grammar school otherwise your child may be unplaced at the end of the process at which 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 almost 50% of those children who had not gained a place at the end of the 2020 admissions process only one or two preferences had been nominated.

## Did you know?

All Post-Primary schools, whether grammar or non-grammar, follow the same Northern Ireland Curriculum.

## What do I need to think about when nominating schools?

- \* Read the admissions criteria for each school you are interested in and consider how well your child meets them.
- \* Consider the number of applications the school received in previous years and how many pupils were admitted. This is published with the admissions criteria but remember that patterns of applications can change.
- \* Some schools give priority to applicants who have listed their school as first preference, therefore, applicants who list the school at a lower preference may have less chance of obtaining a place at the school.
- \* Consider whether transport assistance will be available from the EA. Your admissions preferences can affect eligibility for transport assistance. Information on eligibility for transport assistance can be found on the EA website.

## How do Post-Primary Schools consider applications?

Each school's Board of Governors determines the admissions criteria to be used if it is oversubscribed i.e. where a school receives more applications than it has places available it applies the admissions criteria to the applications it receives. The applications of those pupils not selected are passed to the second preference school and the same process is applied. This is repeated until as many pupils as possible are placed.

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## Is my child guaranteed a place at a school I have listed?

- \* No child can be guaranteed a place at any school.
- \* While there are sufficient school places for all children across Northern Ireland, over half of the schools will be oversubscribed due to parental preference for those schools. You need to be realistic about the chances of your child being offered a place at an oversubscribed school.

## Where can I find information on schools in my area?

- \* Use the 'Search Schools' link on the EA website at [www.eani.org.uk](http://www.eani.org.uk) to find details of schools in your area and their admissions criteria.
- \* Virtual days/evenings, details of which are contained in the admissions criteria.
- \* School prospectuses which are available from the schools or from their websites.

## How will I find out if my child has been placed?

You can log in to the on-line application to view the outcome of your child's application on Saturday 21 May 2022. Post-Primary schools may also write to you to advise a place is being offered and provide a welcome pack.

If your child has not yet been placed the EA will write to you on the same date and you will be asked to nominate additional preferences from a list of schools which still have places remaining.

## Where can I get further information?

- \* Your Primary school Principal will pass you any communication on the admissions process from the EA or Department of Education.
- \* You may wish to seek guidance and advice from your child's Primary school Principal.
- \* Post-Primary schools can provide information on their admissions criteria.
- \* The Admissions section of the EA website has detailed information at:  
**[www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)**

You can contact the  
Post-Primary Admissions Office

by telephone

**028 9598 5595**

or email

**[postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)**

## Before you start

When you read the admissions criteria for each school you wish to nominate - take a note of how your child meets the criteria and if any supporting documents are required e.g. proof of address.

Have your documents ready to upload, a birth certificate **must** be uploaded for every child. If a birth certificate is not available you should consult the Post-Primary school to determine what alternatives may be acceptable.

# Completing the on-line application process

The information that you provide on the on-line application is used by the school when deciding which children will receive offers of a place and which children will not. It is important you provide complete and accurate information. Schools may verify information e.g. address to ensure that a place is not obtained through the provision of false information. This verifying information must be uploaded as part of the on-line application if this is requested in the admissions criteria for any schools you list as preferences.

You will need to register on the on-line system by following the instructions on screen. You should also make sure that you have easy access to all documents that you need to upload before starting your application.

## Child's Details

Provide information about your child. Enter your child's surname and all forenames as recorded on the birth certificate. Provide the address where your child currently lives i.e. your child's normal place of residence and not that of a child minder, other relative or a business address. If your child changes address during the application process inform the EA via email to [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)

## School Choices

Select your school choices and indicate clearly if a sibling already attends a school. List the names of all the siblings already attending the school. If your child is the eldest of the family / only child you should tick the relevant box. Twins or multiple births can be listed as joint eldest if appropriate although each child will be treated individually by schools when considering applications. Please check if there is any particular definition of eldest child in the school's admissions criteria and include any information which may be relevant eg if your eldest child attends a special school and the child applying is the next eldest child. Eldest boy or eldest girl of the family may have relevance for applications to single sex schools.

Children entitled to free school meals (FSME) may be prioritised for admission to some schools. Tick the box if your child is registered with the EA as being FSME. If your child becomes FSME registered after the closing date when your application has been submitted, inform the EA by email to [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk) before 4pm on Wednesday 9 March 2022

## Additional Information

Include any information that is relevant to enable each school listed as a preference to apply its admissions criteria.

It is extremely important that you give all the information that is relevant because if you do not put the information on the application as to how your child meets a particular criterion then the school cannot give your child consideration under this criterion. To determine what information this may be, you should read the admissions criteria of the schools to which you are applying. If you have any query as to what information is being requested you should contact the Post-Primary school directly, for clarification. Any supporting documentation required by schools, should be uploaded to the on-line application.

## Special Circumstances and Special Provisions

Schools which use entrance tests may consider medical or other problems which may have affected performance in the test(s). This is known as special circumstances. If you are claiming special circumstances you should read very carefully the requirements set out in the admissions criteria of each school and upload all information required to your on-line application. Special provisions refer mainly to pupils transferring from schools outside Northern Ireland or pupils who have received more than half of their primary education outside NI. Special Provisions may also include cases where a child was unable to sit the entrance tests. Parents should contact individual Post-Primary schools directly with queries regarding special circumstances or special provisions.

# A quick guide to completing your Post-Primary application

The on-line application process will be open between 12 noon on Tuesday 1 February and 4.00pm on Wednesday 23 February 2022. Please note this is not on a first come first served basis and Post-Primary schools will only begin to make decisions on which children will be selected for admission after the closing date for applications has passed.

Visit [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

You are encouraged to read the admissions criteria and you can also find guidance on how to apply on the website before you start your application.



## Steps in applying

- Click on the EA Post-Primary Application and Register
- Click on the emailed link to verify your account
- Log in and confirm the data protection statement
- Click 'Add Child' and enter your child's details and save
- Click 'Start Application'
- Enter your child's current Primary school attended
- Enter your Post-Primary school choices and include all information that is relevant relating to each school's criteria. (We recommend that you list at least four schools, including at least one non-grammar school)
- Depending on the schools you have chosen additional questions may be presented, tick the boxes and answer questions as appropriate
- Upload your child's birth certificate and any other supporting documents requested in the criteria of any of your school preferences
- Check all details on the Application Summary (You can click Edit and make any changes at this point)
- Click 'Continue', confirm you have read the Terms and Conditions and 'Submit' your application
- You will receive email confirmation that your application has been submitted.
- After submission you can log in to view or edit your child's application up until

**4.00pm on Wednesday 23 February 2022**

**If you need further help you can contact our Admissions Helpdesk**

**Telephone: 028 9598 5595**

**or**

**Email: [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)**

[www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)