

# Applying for a Year 8 Post Primary Place for September 2023

What do I need to think about when choosing a school?

Where can I get further information?

How do I make an application?

Is there a quick guide?



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## KEY INFORMATION FOR PARENTS

# What to consider when 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 post primary admissions process and signposts you to further information.

## How do I apply for a post primary school place?

Parents/guardians can apply for post primary school places online via **EA Connect** when the application process opens on Wednesday 1 February at 12 noon to Thursday 23 February 2023 at 4.00pm (see our quick guide on the last page). This link will be available on the EA website at [www.eani.org.uk](http://www.eani.org.uk)

## Statement of Special Educational Needs

Please note you should not apply through **EA Connect** if your child has a statement of special educational needs as separate arrangements will be made for your child through the Special Education service of EA.

## How many schools should I list?

You should nominate at least **four schools** and include at least one non-grammar school to reduce the risk of your child not being offered a place 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 over 56% of those children who had not gained a place at the end of the 2022 admissions process only one to three schools had been listed on the application.

### 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 choosing 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 schools consider applications?

Each school's Board of Governors determines the admissions criteria to be used if a school receives more applications than it has places available. If your child's application is not selected by your first preference school it will then be considered by your second preference school. This will be repeated until a place has been allocated or all preferences that you have listed have been exhausted. Places will be allocated to those who best meet the admissions criteria.

# Applying for a post primary school place

## 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 post primary schools in my area?

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

## 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 by scanning or taking a photo on your device.

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.

## Where can I get further information?

- The Admissions section of the EA website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) including:
  - Admissions criteria for each school
  - Post Primary Year 8 Admissions Guide
  - Post Primary Admissions Video
  - 'How to' tutorial videos
  - Post Primary FAQs and Technical Support
- 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.

## You can contact the Post Primary Admissions Office

**Telephone**  
**028 9598 5595**

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

## How will I find out if my child has been offered a school place?

You will receive a placement notification email on the morning of **Saturday 20 May 2023**. You can also log in to **EA Connect** online to view the outcome of your child's application on the same day. 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 list further preferences from a list of schools which still have places remaining.

# Completing the post primary application

The information that you provide on the application is used by schools to decide which children will receive offers of a place. 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. Supporting documents must be uploaded as part of the application if this is requested in the admissions criteria for any of the schools you list.

To access **EA Connect** to complete a post primary application, visit the EA website when applications open on **Wednesday 1 February 2023 at 12 noon**.

**Ensure you have all required supporting documents to hand before you begin the 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)

Children entitled to free school meals (FSME) may be prioritised for admission to some schools. Tick the box if your child is registered 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 Thursday 9 March 2023

## 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 child 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 schools admissions criteria and include any information which may be relevant e.g. 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.

## 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. **Read the admissions criteria** for all schools you wish to consider. If you have any query as to what information is being requested you should contact the school directly, for clarification. Any supporting documentation required by schools, should be uploaded to the 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. Details of how to claim and the supporting documents required are set out in the admissions criteria of each school.

Special provisions refer mainly to pupils transferring from schools outside NI, pupils who have received more than half of their primary education outside NI, or may include cases where a child was unable to sit any entrance tests. To find out more contact individual post primary schools.

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

# Completing your post primary application on eacconnect

## Quick Guide

EA Connect opens on Wednesday 1 February 12 noon and closes on Thursday 23 February 2023 at 4.00pm.

Please note this is **not** on a first come first served basis and schools will allocate places after the applications closing date. EA Connect is developed through the EdIS programme and will be home to a number of key services delivered by EA to support schools and families.

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

Please ensure you read the admissions criteria for each school you wish to consider.  
Useful support guides and videos in multiple languages are available on the EA website.

## How to apply via EA Connect

- Click on the **'Apply Now'** link on the EA website to go to EA Connect and **Register\***  
\*if you submitted an online Year 8 Post Primary application since 2021 you can log in using the same details as before.
- Click on the emailed link to verify your account.
- Log in and confirm the data protection statement. Please ensure you select **'Admissions'** to move forward with an application.
- Click 'Add Child' to enter your child's details and save.
- Click 'Apply Now'.
- Enter your child's current primary school.
- 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 4 schools**, including at least 1 non-grammar school).
- Depending on the schools you have chosen, additional questions may be presented, 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 select 'edit' to change any details from here).
- Click 'Continue', confirm the Terms and Conditions and **'Submit'**.
- 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 Thursday 23 February 2023**

You have until 4pm on  
**Thursday 23 February**  
to make any changes  
and submit your  
Application.

Don't forget  
to upload  
all supporting  
documents!

If you are experiencing any difficulties with your application online, please get in touch with [digital@eani.org.uk](mailto:digital@eani.org.uk) for all other admission queries, please visit [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)