**Information for P7 parents for admission to Post Primary schools**

See the following website:

<https://www.eani.org.uk/parents/admissions/post-primary-admissions-guide>

**Admissions Criteria**for Post Primary Schools will be published on Thursday 11 January 2024

**Post Primary Applications for school year beginning Sept 2024**will open on Tuesday 30 January 2024 at 12 noon

## School Age

If your child was born between 2 July 2012 and 1 July 2013 you will need to apply for their Year 8 Post Primary school place for September 2024.

Online applications will open at 12 noon on Tuesday 30 January 2024 and will close at 12 noon on Thursday 22nd February 2024.

Your child’s primary school will share with you an electronic copy of the key information leaflet ‘Applying for a Year 8 Post Primary Place’ in the coming weeks. This leaflet and further guidance will be accessible on this website in due course to assist you in making an online application.

Before starting your child’s application you should:

* Read carefully the [admissions criteria](https://www.eani.org.uk/parents/admissions/search-admissions-criteria) for each Post Primary School that you wish to nominate as a preference.
* All schools will require the birth certificate to verify a child’s name and date of birth. Either a full (long) or short birth certificate may be used or an amended birth certificate or an adoption certificate, where appropriate, is acceptable. If you do not have a copy of your child’s birth certificate, please contact the schools you wish to nominate to see what other documents they may accept.
* You should refer to the admissions criteria to find out if other supporting documents are required by each of the schools you have chosen e.g. proof of address.
* You can scan or take a photo of the documents you require for each school and save them on the device you will be using to make your Post Primary Application. Make sure the photos or scans are clear and legible.
* For GDPR purposes you may wish to remove personal/sensitive/private information from your documents before uploading e.g. financial details in bank statements.
* You will require an email address to be able to register on EA Connect to submit an application.

Key dates

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| **Date** | **Activity** |
| Thursday 11 January 2024 | Admissions criteria for Post Primary Schools published on the EA website. |
| Tuesday 30 January 2024 - 12 noon | EA Connect portal opens for online applications for post primary. |
| Thursday 22 February 2024 - 12 noon | EA Connect portal closed for online applications for post primary. |
| Saturday 18 May 2024 | Notification of outcome of application via email where one is held or by letter. |
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Admission Criteria

All schools have admissions criteria. If they receive more applications than they have places available, they use these criteria to decide who to offer places to.

Before starting to complete your child’s application you should read carefully the published admissions criteria for each school that you wish to nominate as a preference.

You should complete your application providing all the relevant details/preference reasons about how your child meets the schools’ admissions criteria.

When making an application it is recommended that you list at least four schools in the order of your preference, including at least one non-grammar, as there is no guarantee your child will be accepted into the first preference.

Please note that you cannot list the same preferences more than once. The only exception where you can list a school twice in your order of preference is if you wish to apply for a school which offers both English and Irish Medium education. Where there is an option of applying separately to an Irish Medium Unit, EA Connect will indicate this in the school name.

If your child’s application is not selected by your first preference school it will then be considered by your second preference school. The process 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.

**Any queries on the content of a school’s published admissions criteria should be directed to the school.**

Preferences

Parents have the right to express preferences for the schools they would like their child to attend, but no child can be guaranteed a place in any school.

You should list **at least four schools in order** of your preference. You may need to nominate more schools if the schools you have chosen are normally oversubscribed.  You should include at least one non grammar school.

The first school you list will consider your application, if they are unable to offer a place the application will then go on to your second preference school and so on until a school is able to offer a place or the list is exhausted.

You can list up to 12 schools on the online application.  **You cannot list the same school more than once**, unless the school you are applying to has a Boarding Department or Irish Medium Unit in which case you may list either or both options.

**Carefully select those schools that you wish to nominate** as some schools have similar names e.g. St Mary’s High School, Downpatrick, St Mary’s High School, Newry etc.

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 school choices can affect eligibility for transport assistance.  [Check Transport Eligibility.](https://www.eani.org.uk/financial-help/home-to-school-transport/check-transport-eligibility) See EA website for this link

Entrance assessment

Schools’ Entrance Assessment Group (SEAG) have provided an Entrance Assessment which some schools will use to select pupils for admission. The EA is not involved in these tests nor does it have information on the scores/grades.

Information on Entrance Assessments is referred to in the admissions criteria published by schools. Any specific queries regarding scores/grades, arrangements for special circumstances and special provision etc should be raised directly with the school(s) to which you are applying.

* **Special Circumstances**

Most schools which use Entrance Assessments will consider medical or other problems which may have affected performance in the test(s) and which are supported by independent documentary evidence of a medical or other appropriate nature. These medical or other problems are commonly referred to as special circumstances.

* **Special Provisions**

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 any entrance assessments.

**If you are making a claim for consideration of special circumstances or special provisions you should read very carefully the requirements set out in the admissions criteria of each school, to determine if and how they may apply to your child.  This can differ from school to school.**

**Notification of outcome**

**Saturday 18 May 2024**

All applicants who submitted a punctual application on EA Connect will receive an email notification to the address used to register their EA Connect account. The email will provide you with basic details on the outcome of your child’s application. For more detailed information you can log in to EA Connect on the same date.

Applicants who submitted a paper application will either be advised of the outcome by email (if supplied on form) or by letter.

## Contact Post Primary Admissions

For further information and guidance you can contact the Post Primary Admissions Team on:

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

Admissions Helpdesk 028 9598 5595

There is also a frequently asked questions section