

Transfer to Post Primary September 2024

Primary school principals have always played an invaluable role in supporting parents as they prepare to apply for a Post Primary school place for their child. Your support in the past was very much appreciated and we are seeking your assistance again this year.



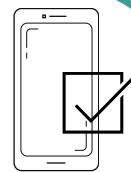
EA Connect will open on 30 January 2024 at 12 noon and close on 22 February 2024 at 12 noon for Year 8 Post Primary applications.



Call the Admissions Helpdesk on 028 9598 5595, which is open Monday to Friday from 9am to 5pm throughout the application window.



The helpdesk email is postprimaryadmissions@eani.org.uk



Admissions

We are requesting schools help us to support parents by:



Circulate leaflet to parents

Please send the attached leaflet 'Applying for a Post Primary School Place 2024' to the parents of your P7 pupils, except for pupils with a statement of Special Educational Needs.

Refer parents for digital assistance

Please promote to parents the Post Primary digital drop-in clinics held across several Libraries NI.
[Admissions Digital Clinics >>](#)

Distribute promotional video

The 'Post Primary Admissions' video informs parents of the online application process. Video is available with captions in other languages as well as a version with sign language.
[Admissions - Videos and Guidance >>](#)

Reinforce key messages

Please share the key messages (below) which provide important information for parents on Post Primary applications.

Signpost to online resources

A number of useful resources have been developed which includes admissions criteria, tutorial videos, FAQs and quick reference guides in multiple languages to support parents with the Post Primary application process via **EA Connect**.

View the position of applications for your P7 pupils

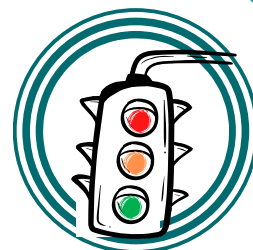
EA Connect features a 'P7 transfers' tab for schools to access information on the applications as they are made. This improved functionality enables school users to view the status of applications:

not started ✕

started but not submitted ⌚

has been submitted ✓

Pupil details entered on applications must match with EA records before they are displayed in school views. If a pupil has changed address or moved to a different Primary school etc. they must be 'matched' in the EA back office. This will not prevent a parent from making an application but there might be a slight delay before the pupil application appears on your list.





Key Messages for Parents

- The **'Apply Now'** link for Post Primary applications will be live on the EA website from **Tuesday 30 January at 12 noon**. Applications will close on **Thursday 22 February 2024 at 12 noon**.
- Applications **are not** considered on a first come, first served basis.
- It is important to **submit** your applications by 12 noon on 22 February 2024 as an application received after this time will be treated as 'late' by the school and this may affect the chance of being offered a place in the school.
- It is recommended that parents use a supported internet browser e.g. Google Chrome, Microsoft Edge, Safari etc. The application **will not** work on Internet Explorer.
- It is the responsibility of parents to check that all relevant information is included on their child's application before submitting it.
- A number of resources are available online including tutorial videos, FAQs and quick reference guides, in multiple languages, to support parents with the Post Primary application process via **EA Connect**.
- Parents can check if their child would be **eligible for transport** assistance to school on the [EA website - Check Transport Eligibility](#)
- Parents have the right to express school preferences, but no child can be guaranteed a place at any particular school. More than half of Post Primary schools are oversubscribed and not all children who apply will receive a place at an oversubscribed school. To ensure a child has the best chance of being offered a Post Primary school place of their choice, it is strongly recommended that **at least four schools** are listed in the order of preference and include at least one non-grammar school. Up to 12 schools can be listed on the online application and if more are needed these may be emailed to EA.
- It is important that parents **read the admissions criteria** of the schools they are considering. This will help them to assess if their child is likely to be offered a place.

The criteria inform how the school will decide which children will be selected if the school is oversubscribed. Parents should think about how well their child meets the criteria which can be found on the EA website. If parents have queries on a school's criteria they must contact the school for clarification.

Information on the number of applications the school received in previous years and the number of pupils who were accepted are included in the school's criteria to let parents know if the school is usually oversubscribed.



www.eani.org.uk/parents/admissions

Top Frequently Asked Question

How do I access both Primary school and Nursery school applications?

Users should navigate to the 'Admissions' tab on the top toolbar. Here you can select the relevant filters and setting required. Please ensure you select filter to view all applications within a Pre-School or Primary school setting.

The screenshot shows the EA Admissions portal interface. At the top, there is a navigation bar with tabs: Home, Admissions, Appeals, Annual Review, and Calendar. The 'Admissions' tab is selected. Below the navigation bar, there is a summary section for 'Albany PS NI (Belfast)' showing statistics: 36 Submitted, 4 Selected, 26 Pending, 6 Not Selected, and 10 Rejected. Below this, there are search filters for Name, Date of Birth, Status, and Application Type. There are also checkboxes for 'Additional Information', 'Stage 2/Interview on', 'Claiming Social Disadvantage', and 'S.O. proof uploaded'. At the bottom, there is a table of applications with columns for No., Name, DOB, Sex, Address, Post, E.O.S, E.O.S 2, S.O.S, and Status. The first row shows an application for 'Test Anna' with a status of 'Window 1'.

Social Media

Regular updates are provided through the EA social media to inform parents and guardians of important dates and useful resources. Please support maximising the reach to parents by sharing on your own preferred social media channels.



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