

Notes of Guidance for Parents on Admission to Primary Education in the 2020/21 School Year

Children born between 2 July 2015 and 1 July 2016 (inclusive) must commence primary education in September 2020

NB: This form is **not** to be used for application to a Preparatory Department of a Grammar School or an Independent School. It can be used for an application for a reception place in a primary school.

How do I apply for a primary school place? You can apply online at www.eani.org.uk or fill in the application form attached to these notes of guidance. You should complete only **ONE** application form (either online or a paper application) 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. Even if your child's name is already on a waiting list for admission you must still submit an application form.

In Section A of the application form you are asked to give information about the child whom you wish to have enrolled. You must use the names recorded on the child's birth certificate. The child's home address should be the child's normal place of residence and not that of a child minder, another relative or a business address. It is important to include house number, road/street name and postcode. If you change address after completing the application you must inform the Education Authority (EA) of your new address in writing.

In order to complete Section B of the form you should carefully examine the admissions criteria of the schools in your area and clearly demonstrate on your form how you meet the admissions criteria for each school that you list. It is vitally important that you give the school all the information as to how your child meets a particular criterion. If you do not put down the information then the school cannot give your child consideration under this criterion. If you list an integrated primary school as a preference you will need to carefully check its admissions criteria and ensure that you provide details directly to the school of your child's community background which is required by integrated schools to apply their balance. There is no upper limit to the number of preferences you can list but you should list at least four schools on the application form as there is no guarantee that your child will be successful in obtaining a place at the first preference school. You will **NOT BE** asked for further preferences during the process therefore it is very important that you list all schools where you would accept a place or you risk your child being unplaced. Read the declarations, sign and date the form in Section C. **NB:** If a parent gives false or misleading information (e.g. date of birth, home address) and because of this the child obtains a place, the place will be withdrawn.

Where do I return the form to? Send your completed form and your child's birth certificate to your **FIRST** preference school. The closing date for applications is **12 noon (GMT) on Thursday, 30 January 2020**. Please read the admissions criteria of the school to check if any other documentation is to be submitted with the application. Your child's birth certificate and any other information requested must be returned to the first preference school **not later than 12 noon (GMT) on Friday, 7 February 2020**.

Where can I find information on primary schools? Admissions criteria for each school can be found on the EA website at (www.eani.org.uk/admissions). Here you can use the 'Find a Primary School' directory which you can search to identify all the schools in your area. You can view, download or print the admissions criteria of the schools you are interested in. Local schools will give you a copy of their own criteria on request.

How does the admissions procedure operate? The Department of Education determines the number of pupils which each school may admit to Primary 1, known as the school's admissions number. If there are more places available than there are applications, then the school will accept all these applications.

If there are more applications than places available, then the school must select children for admission by applying its admissions criteria. The application forms of those children not selected will be forwarded to the EA for onward transmission to the next school named on the application form. This procedure continues until:-

- the child is selected by a school named on the form;
- all preferences named have not selected the child; or
- the time allowed has elapsed.

Can I change my preference? Apart from those necessitated by exceptional circumstances, no changes of preference will be processed if received after 12 noon (GMT) on Thursday, 30 January 2020. If you wish to change your preference, for any reason other than in exceptional circumstances, you must withdraw the original application and submit a new application. If this occurs after 12 noon (GMT) on Thursday, 30 January 2020 your new application will be treated as a late application. If you wish to change your preference because of exceptional circumstances, you must submit a written request (by post or email to primaryadmissions@eani.org.uk) for a change of preference for approval by the EA e.g. you have moved house which necessitates a change of preference along with verification of the exceptional circumstances. If approved, the EA will amend the original application form and send it to the new first preference school. If the original form was received on time by the original first preference school, it will be regarded by the new first preference school as a punctual, first

preference application. The final date by which the EA will process any changes necessitated by exceptional circumstances is Friday, 7 February 2020 at 12 noon (GMT). This is also the final date by which the EA will process any additional information or new applications. Parents should be aware that after Tuesday 28 April 2020 a number of schools will have allocated all their places and can only give consideration to a change of preference in the event that a place becomes available.

When would my application be considered late? If your application is received after 12 noon (GMT) on Thursday, 30 January 2020 your application will be treated as late and will not be considered until all punctual applications have been dealt with and vacancies still remain. The EA does not have the discretion to treat an application received after 12 noon (GMT) on Thursday, 30 January 2020 as punctual.

Can I submit more than one application? **NO.** If you submit more than one application you will have made a false declaration. In the event that parents are discovered to have lodged more than one application, then the first application lodged will normally be treated as the formal expression of parental preference and all other applications will not be considered. Applications should be submitted either online or by paper application.

When will I be notified of the outcome of my application? Letters will be issued on Tuesday 28 by the primary school your child has been placed in. In the event that your child is not offered a place by this time, the EA will provide information on those schools in which places are still available and ask you to nominate which of these schools you would wish to enrol your child in. Primary schools are not permitted to advise parents of the outcome of applications before Tuesday 28 April 2020.

Is my child eligible for transport assistance? Information in relation to eligibility for transport assistance can be accessed on the EA website at <https://www.eani.org.uk/help-available/home-to-school-transport>. All applications for transport must be made online via the EA's website.

Where can I find out about free school meals and school uniform allowance? Information in relation to applying for free school meals and school uniform allowance can be accessed on the EA website at: <http://www.eani.org.uk/i-want-to/fsm/>

How can I contact the EA? Contact details are provided below.

Admissions Helpdesk ☎ **028 9598 5595**

E-mail ✉ primaryadmissions@eani.org.uk

Post 📮 Primary Admissions, Education Authority, 3 Charlemont Place, the Mall, Armagh BT61 9AX

APPLICATION FOR ADMISSION TO PRIMARY EDUCATION IN THE 2020/21 SCHOOL YEAR

Did you know you can apply online for P1 at www.eani.org.uk ? Before completing this form please read the notes of guidance (attached) and admissions criteria which can be accessed on the EA website at www.eani.org.uk/admissions **PLEASE COMPLETE IN BLACK INK**

This form should **NOT** be used to apply for a place if your child already has a statement of special educational needs. However, if he/she has special needs and is undergoing assessment you should proceed with an application in parallel with the statementing process. If the statement is approved before the conclusion of this application the EA will contact you.

SECTION A – YOUR CHILD

Surname* _____ Forename(s)* _____

(*as recorded on birth certificate)

Date of Birth _____ ☐ Boy ☐ Girl
(BIRTH CERTIFICATE SHOULD BE ATTACHED TO THIS FORM)

Name(s) of parent(s)** Prof/Rev/Dr/Mr/Mrs/Miss/Ms _____

Relationship to Child _____ Eldest child of family/only child? ☐

Child's home address _____

Postcode _____

Parent(s)** Tel no: - Home _____ Mobile _____ Work _____

Email address _____ (Please print clearly)

Please state name of Pre-school/Reception attended (if applicable) _____

FOR SCHOOL USE			
Form received by 1st preference Primary School			
Date	Time	Initials	
Birth Certificate checked & attached			☐
Compulsory School Age	☐	Non-Compulsory School Age	☐

SECTION B – PREFERRED SCHOOLS AND REASONS FOR PREFERENCE

Before nominating preferences you should read the admissions criteria of the schools you are considering. Please list below, in order of preference, at least **FOUR** primary schools which you would wish your child to be considered for admission. You should state clearly the published name and locality of each school you are listing e.g. St Mary's Primary School, Banbridge. Please give any other information relevant to your child's admission in relation to the admissions criteria of the schools listed. You can list further preferences/reasons on a separate sheet if necessary.

NB Reasons for preference relate to published admissions criteria (continue on a separate sheet if necessary). Please tick the relevant box overleaf if you are attaching a separate sheet.

Preferred Schools

1st _____

Reasons for preference _____

2nd _____

Reasons for preference _____

3rd _____

Reasons for preference _____

4th _____

Reasons for preference _____

5th _____

Reasons for preference _____

6th _____

Reasons for preference _____

Are there brothers/sisters currently attending? PLEASE TICK	FOR EA USE	
	Selected	Not Selected
YES ☐		
YES ☐		
YES ☐		
YES ☐		
YES ☐		

IF YOU HAVE FURTHER PREFERENCES/REASONS PLEASE CONTINUE ON A SEPARATE SHEET AND PUT THE NAME OF YOUR CHILD AT THE TOP. **PLEASE TICK IF FURTHER PREFERENCES ARE ATTACHED.** ☐

PLEASE READ THE ADMISSIONS CRITERIA FOR ALL SCHOOLS NAMED OVERLEAF AND LIST THE DOCUMENTS, IF ANY, WHICH YOU ARE ATTACHING TO THIS FORM.

SECTION C – DECLARATION (to be signed by parent)

I hereby certify that:

- (a) This is the ONLY application submitted for primary education in respect of the child named overleaf – either online or a paper application (excluding Independent/Preparatory Schools).
In the event that parents are discovered to have lodged more than one application form, then the first application lodged will normally be treated as the formal expression of parental preference and all other application forms will not be considered.
- (b) I have read the published admissions criteria of the school(s) nominated above.
- (c) The address which I have given is the child's home address and NOT the address of a child minder/another relative or a business address.
- (d) I understand that it is my responsibility to provide all relevant information on or attached to this application form.
- (e) The details I have given on this form are correct. I am aware that if a place is awarded on the basis of false or misleading information it will be withdrawn.

SIGNED _____ **Parent**** **DATE** _____

**** (Parent = The person who has legal custody of the child)**

THIS FORM MUST BE RECEIVED BY THE FIRST PREFERENCE PRIMARY SCHOOL LISTED OVERLEAF

NO LATER THAN

12 NOON (GMT) ON THURSDAY 30 JANUARY 2020

DATA PROTECTION STATEMENT – The information provided by you to the Education Authority (EA) School Admissions Service is required by us to carry out our statutory functions and fulfil our public task duties i.e. to make arrangements for enabling the parent/guardian of a child resident in its area to express a preference as to the school at which he wishes education to be provided for his child and to give reasons for preference and for arranging appeals.

EA is obliged to comply with the General Data Protection Regulation (GDPR) when we process your personal information on the legal basis that it is part of our public task to do so. For the purposes of provision of services to children, the information you have provided will be shared within the EA and, where required, will be shared with pre-schools/schools you have nominated as preferences, and other bodies such as relevant Northern Ireland Government Departments, school employing authorities, education bodies and the Public Health Agency. In the event of an admission appeal against any of the schools that you have listed as a preference, your child's details may also be required by an Independent Admission Appeal Tribunal, even if your child is not the subject of an appeal. Data will only be shared when required to carry out a statutory function or where we have a clear legal basis for doing so.

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's website at: <https://www.eani.org.uk/about-us/privacy/ea-privacy-notice>