

Notes of Guidance for Parents on Admission to Primary Education in the 2021/22 School Year

Children born between 2 July 2016 and 1 July 2017 (inclusive) must commence primary education in September 2021

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. 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.

APPLYING TO AN INTEGRATED SCHOOL If you list an integrated primary school as a preference you will need to carefully check its admissions criteria and ensure that you provide the details requested by the school of your child's community background. Please ensure you complete this section on the application form as this is required by integrated schools to apply their balance.

Where do I return the form to? Send your completed form and your child's birth certificate to the Primary Admissions Office, Education Authority, 3 Charlemont Place, The Mall, Armagh BT61 9AX. The closing date for applications is **12.00 noon on Friday, 29 January 2021**. 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 Education Authority **not later than 12.00 noon on Friday, 5 February 2021**.

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 'Search Schools' option where 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.

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 12.00 noon (GMT) on Friday, 29 January 2021. 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 12.00 noon (GMT) on Friday, 29 January 2021 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 Education Authority, 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, 5 February 2021

at 12.00 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 27 April 2021 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 12.00 noon (GMT) on Friday, 29 January 2021 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 12.00 noon (GMT) on Friday, 29 January 2021 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 27 April 2021 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 27 April 2021.

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

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 EA USE			
Form received by Education Authority			
Date	Time	Initials	<input type="checkbox"/>
Birth Certificate checked & attached			<input type="checkbox"/>
Compulsory School Age	<input type="checkbox"/>	Non-Compulsory School Age	<input type="checkbox"/>

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

	Are there brothers/sisters currently attending? PLEASE TICK	FOR EA USE	
		Selected	Not Selected
1 st _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		
2 nd _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		
3 rd _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		
4 th _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		
5 th _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		
6 th _____ <i>Reasons for preference</i> _____	YES <input type="checkbox"/>		

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.**

APPLYING TO AN INTEGRATED SCHOOL

PLEASE COMPLETE THIS SECTION ONLY IF YOU ARE APPLYING TO AN INTEGRATED SCHOOL

CATHOLIC
PROTESTANT
OTHER RELIGION/NONE

PLEASE READ THE ADMISSIONS CRITERIA FOR ALL SCHOOLS NAMED 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 PRIMARY ADMISSIONS OFFICE, EDUCATION AUTHORITY,
3 CHARLEMONT PLACE, THE MALL, ARMAGH BT61 9AX**

NO LATER THAN

12.00 NOON ON FRIDAY 29 JANUARY 2021

DATA PROTECTION STATEMENT – The Education Authority (EA) is obliged to comply with the General Data Protection Regulation and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that there is a substantial public interest in doing so in the performance of its statutory functions.

EA will share the information you have provided as necessary with the schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal. EA will only share the information you have provided with other bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies and the Public Health Agency) where it has a lawful basis for doing so.

EA has published detailed Privacy Notices on its website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provide further information on how EA processes personal information as well as detail on how to contact EA if you have any questions.