

## Admission to Pre-School (Stage 1) and Primary School End of Procedure Guidance for Parents

**An email will be issued to parents on Monday, 23 March 2026 advising them of the outcome of their child's application (excludes pre-school underage and late deferral applications).**

This short visual guide sets out the steps for parents to log in to EA Connect (where they can also view the outcome of their child's application) to:

1. [Accept \(or Reject\) a place offered](#); or
2. [Add Additional Preferences](#) for consideration for a child who has not been selected for admission to any pre-school/school listed on their initial application.

Please note that parents cannot complete a change of preference in the EA Connect portal. Separate guidance will be available on the [Education Authority website](#) from 23 March 2026 on these processes.

**Parent Guide - Login** to EA Connect <https://connect.eani.org.uk/parent> using your previously registered email address and password.



The screenshot shows the EA Connect login and registration interface. At the top is the EA Education Authority logo. Below it, the text reads "EA Connect" followed by "Register or Use your previously registered email/password to log in to your account." There are two input fields: "Email \*" and "Password \*". A "Forgot password?" link is located below the password field. At the bottom, there are two buttons: "Login" (highlighted in teal) and "Register". The footer contains the copyright notice "(C)2021 Education Authority" and the "scamwiseNI PARTNERED" logo.

Tick box on Data Protection Statement and select 'Admissions'

## Data Protection Statement

The Education Authority (EA) is obliged to comply with the UK General Data Protection Regulation (UK GDPR) 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, processing your child's annual review, applying for Free School Meals and Uniform Allowance and accessing Transport Services to check eligibility/apply for transport assistance). 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 the processing is necessary for reasons of substantial public interest in the exercise of a function conferred by an enactment or rule of law.

For an application for admission to pre-school or school EA will share the information you have provided as necessary with the pre-schools or 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 e.g. where another parent is challenging a school's decision not to admit their child and the Tribunal is considering their appeal. EA will share limited information within its organisation and with other appropriate bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies or the Public Health Agency) where it has a lawful basis for doing so (such as for the purposes of provision of services to children and young people). EA will share anonymised preference data with the Department of Education (DE) to enable it to measure the demand for integrated education, monitor patterns of applications and admissions, sustainability and over subscription. EA will use the email address associated with your EA Connect account for the purpose of inviting you to complete a survey in order to improve our understanding of school admission preferences.

For an annual review and Request for Consideration of Statutory Assessment, information may be shared between EA and relevant third parties, such as your child's school or Health and Social Care Trusts.

For Parents/Students applying for Free School Meals and/or Uniform allowances, the information provided by you to the EA is required by us to process these application(s). In the course of considering your application, we will also share your personal information with the Department for Communities, for the purposes of verifying your benefit entitlements.

For parents/students applying and/or checking transport eligibility, your personal information will be used to assess your eligibility for transport assistance by calculating the distance between your home address and the School or Further Education College to which transport is required. To improve the efficiency and effectiveness of this service, eligibility for transport assistance will be assessed by utilising mapping data provided by Land and Property Services. This calculation will be fully automated using a built-in application programming interface (API). It is considered that the use of the API is such that it is a use of automated decision making which may have a significant effect on you i.e. your application for transport assistance may be rejected based on the API's calculation. If, however, you are dissatisfied with the outcome of your application for transport assistance or that the process used to calculate distance was based on a fully automated process then you have the right to ask for a review of the decision by making an appeal to EA Transport via [Transport Appeals](#). Your personal information may also be shared with Schools, Further Education Colleges and external Suppliers for the purpose of carrying out assessments and verification checks on student's enrolment and transport eligibility.

Pupils provided with Transport assistance have a responsibility to behave in an acceptable manner which ensures safety both on the vehicle and while awaiting transport. Personal data may be used to investigate reports of misconduct which as a result may impact on the provision of transport.

EA will share your personal information with third parties where required by law, or where we have another legitimate interest in doing so. Such sharing will be limited to where it has been deemed necessary.

EA will be using the GOV.UK Notify service to acknowledge receipt of applications and to provide you with updates on the progress of your application. EA also use the Cloudmotive Virus Scan API to ensure all documents are free from malware.

EA has published detailed Privacy Notices on its website [EA Privacy Notes](#) which provide further information on how and why EA processes personal information, who we share personal data with and details on how to contact EA if you have any questions.

confirm that I have read and understood the Data Protection statement.

**Admissions**  
Access includes applying for your child's Pre-School or School place, Deferral requests and Admissions Appeals.

**Admissions**

Parent view of 'My Applications' page

## My Admissions Applications

+ Add Child

a stage 1 test

10-03-2023

Pre-School 2026/2027 [Apply Now](#)

Pre-School Target Age 2026/2027 [Submitted](#) [Review](#)

[Check Transport Eligibility](#)

[Request Deferral \(What is a deferral?\)](#)

## Accept (or Reject) a place offered

Between Monday, 23 March and 4pm on Wednesday, 1 April 2026 you can use EA Connect to indicate acceptance or rejection\* of a place offered.

Click on the 3 dots on grey card at Review and select **'View Outcome'** on your submitted application.

### My Admissions Applications

+ Add Child

a stage 1 test

10-03-2023

Pre-School 2026/2027 [Apply Now](#)

Pre-School Target Age 2026/2027 [Submitted](#)

⋮

Review

[Check Transport Eligibility](#)

[Request Deferral \(What is a deferral?\)](#)

#### Application Actions

[View Summary](#)

[View Outcome](#)

a stage 1 test 2

10-03-2023

On clicking **'View Outcome'** an overview of the outcome of your child's application is provided.



## Application for a Pre-School place for September 2026

### Outcome for a stage 1 test

Application No. 4675

Preference No. 2

a has been offered a place at 174 Trust PG.

Please click on 'View more information'

Close

View more information

Click **'View More Information'** for further details and to Accept/Reject a place offered.

## More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions). There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

### 1 ABBEY PS NU (NEWTOWNARDS)

Pupil: a stage 1 test  
Application Number: 4675  
Application Outcome: Not Selected

#### Application for a Pre-school place for September 2026

The Board of Governors/Management Committee of the above named pre-school has been unable to offer a place. The pre-school received more applications than funded places available and consequently had to apply its published admissions criteria to select pupils.

You can access the admissions criteria via the link below. You may wish to contact the pre-school to find out how the criteria was applied to your child.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

View School Criteria Appeal School's Decision

### 2 174 TRUST PG

Pupil: a stage 1 test  
Application Number: 4675  
Application Outcome: Selected

Pending parent decision

#### a has been offered a place at 174 Trust PG, [Preference 2]

You can indicate acceptance of your child's place using the button below. Please note that accepting this place does not impact on any appeal you may wish to submit to a preference school.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you directly if this applies to you.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

View School Criteria  Accept School Place  Reject School Place

**To accept a place offered:**

On clicking **'Accept School Place'** a pop up message appears as shown below. Click **'Accept'** button.



## Pre-School Offer Acceptance

I confirm acceptance of this place and understand this offer may be conditional on me providing verification documents in line with the published admissions criteria.

The pre-school will contact you directly if this applies to you.

## Banner and label confirmation of 'Offer Accepted'

My **Offer Accepted**

### More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions). There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

**1 ABBEY PS NU (NEWTOWNARDS)**

Pupil: a stage 1 test  
 Application Number: 4675  
 Application Outcome: Not Selected

**Application for a Pre-school place for September 2026**

The Board of Governors/Management Committee of the above named pre-school has been unable to offer a place. The pre-school received more applications than the number of funded places available and consequently had to apply its published admissions criteria to select pupils.

You can access the admissions criteria via the link below. You may wish to contact the pre-school to find out how the criteria was applied to your child.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#) [Appeal School's Decision](#)

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**2 174 TRUST PG**

Pupil: a stage 1 test  
 Application Number: 4675  
 Application Outcome: Selected

**Accepted by parent**

**a has been offered a place at 174 Trust PG. [Preference 2]**

You can indicate acceptance of your child's place using the button below. Please note that accepting this place does not impact on any appeal you may wish to submit against a higher preference school.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you indicating which documents it needs in line with its admissions criteria.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#)

## To reject a place offered:

### More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions). There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

**1 ABBEY PS NU (NEWTOWNARDS)**

Pupil: a stage 1 test 2  
 Application Number: 4676  
 Application Outcome: Not Selected

**Application for a Pre-school place for September 2026**

The Board of Governors/Management Committee of the above named pre-school has been unable to offer a place. The pre-school received more applications than the number of funded places available and consequently had to apply its published admissions criteria to select pupils.

You can access the admissions criteria via the link below. You may wish to contact the pre-school to find out how the criteria was applied to your child.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#) [Appeal School's Decision](#)

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**2 174 TRUST PG**

Pupil: a stage 1 test 2  
 Application Number: 4676  
 Application Outcome: Selected

**Pending parent decision**

**a has been offered a place at 174 Trust PG. [Preference 2]**

You can indicate acceptance of your child's place using the button below. Please note that accepting this place does not impact on any appeal you may wish to submit against a preference school.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you indicating which documents it needs in line with its admissions criteria.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#) [Accept School Place](#) **[Reject School Place](#)**

**On clicking 'Reject School Place' a pop up message appears as shown below. Click 'Reject' button.**

**\*IMPORTANT NOTE:** You should read, carefully, the terms and conditions of rejecting a place and understand the risk that your child may not be allocated an alternative place.

## Pre-School Offer Rejection

Are you sure you wish to reject your child's place in this pre-school?

Terms and conditions:

By rejecting this place I understand that:

- a. It will no longer be available for my child;
- b. The pre-school will be notified of my decision;
- c. It is my responsibility to apply for an alternative place (where a child remains in Northern Ireland and is P1 age);
- d. My child may not secure a place in any preferred alternative pre-school.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: \*

- Please select reason -

Please contact the Education Authority if you have any queries:  
[preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)

Cancel

Continue

Tick the box to agree the terms and conditions and indicate the reason for rejecting the place. If you choose 'Other' you must complete the text box presented to indicate the reason. The reason will be shared with the pre-school/school.

## Pre-School Offer Rejection

Are you sure you wish to reject your child's place in this pre-school?

Terms and conditions:

By rejecting this place I understand that:

- a. It will no longer be available for my child;
- b. The pre-school will be notified of my decision;
- c. It is my responsibility to apply for an alternative place (where a child remains in Northern Ireland and is P1 age);
- d. My child may not secure a place in any preferred alternative pre-school.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: \*

- Please select reason -

- Please select reason -  
Moving House  
Leaving Northern Ireland  
Other

Cancel

Continue

## Pre-School Offer Rejection

Are you sure you wish to reject your child's place in this pre-school?

Terms and conditions:

By rejecting this place I understand that:

- a. It will no longer be available for my child;
- b. The pre-school will be notified of my decision;
- c. It is my responsibility to apply for an alternative place (where a child remains in Northern Ireland and is P1 age);
- d. My child may not secure a place in any preferred alternative pre-school.

I agree to the terms and conditions

Please indicate the reason for rejecting the place: \*

Other

Please specify 'Other' reason: \*

After careful consideration I have decided not to send my child to pre-school in September

Please contact the Education Authority if you have any queries:  
[preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)

Cancel

Continue

Click 'Continue'. NB The place offered to you will no longer be available once you click 'Continue'.

## Banner and label confirmation of 'Rejected by Parent' status.



### More Information

You can read more detailed information about your child's application below. You can access information on the application procedure and appeals process on the EA webs [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions). There is no right of appeal against a playgroup. To return to the My Applications section please click on the menu at the top of the page.

#### 1 ABBEY PS NU (NEWTOWNARDS)

Pupil: a stage 1 test 2  
Application Number: 4676  
Application Outcome: Not Selected

##### Application for a Pre-school place for September 2026

The Board of Governors/Management Committee of the above named pre-school has been unable to offer a place. The pre-school received more applications than the funded places available and consequently had to apply its published admissions criteria to select pupils.

You can access the admissions criteria via the link below. You may wish to contact the pre-school to find out how the criteria was applied to your child.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#) [Appeal School's Decision](#)

#### 2 174 TRUST PG

Pupil: a stage 1 test 2  
Application Number: 4676  
Application Outcome: Selected



##### a has been offered a place at 174 Trust PG. [Preference 2]

You can indicate acceptance of your child's place using the button below. Please note that accepting this place does not impact on any appeal you may wish to submit a preference school.

Please note that in some pre-schools this offer of a place may be conditional on you providing verifying documents. If this applies to you, the pre-school will contact you documents it needs in line with its admissions criteria.

You can find further information and support on the website [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

[View School Criteria](#)

## Add Additional Preferences

To add additional preferences to an application: **NOTE** Applicable only if your child has not been selected for admission to any pre-school/school listed on their initial application.

Click on the 3 dots on grey card at Review and select 'View Summary' on your submitted application.

## My Admissions Applications

+ Add Child

a stage 1 test 3

10-03-2023

Pre-School 2026/2027 [Apply Now](#)

Pre-School 2026/2027 [Submitted](#)

Review

[Check Transport Eligibility](#)

[Request Deferral](#)

#### Application Actions

[View Summary](#)

[View Outcome](#)

a test

22-06-2021

On the Application Summary navigate down to the bottom of the screen to 'Additional School Selection'

[← Application #4677 Summary](#)

[Export to PDF](#)

Your application has previously been submitted. Please review the information provided below and make any changes if required before continuing to submit again.

Child Details Completed ▾

Information about your child Completed ▲

Eldest Child? No

School Selection Completed ▲

Preference 1

Preference

School name Abbey PS NU (Newtownards)

Sibling(s) attending? No

Sibling(s) Details -

Preference 2

Preference

School name 174 Trust PG

Sibling(s) attending? No

Sibling(s) Details -

Socially Disadvantaged Circumstances Completed ▲

Income Support No

Income based Jobseekers Allowance No

Income related Employment and Support Allowance No

Universal Credit No

Supporting Documents Completed ▲

No documents uploaded

**Additional School Selection** ▲

● You can add description/additional information for editable preferences by clicking the preference's label.

Choose School  ▼

Additional Supporting Documents ▲

Please add supporting documents for additional preferences [+ Add Document](#)

No documents uploaded

Cancel Submit

Click arrow to search for and select a pre-school/school (from a list of those with places available).

**Additional School Selection**

*i* You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Select a school ↑

Search

Select a school

Academy Nursery School PS NU (Saintfield)

Acorn Integrated PS NU (Carrickfergus)

Aghadowey Pre School PG

Enter reasons for preference for the pre-school/school and click **'Save'**.



×

**Academy Nursery School PS NU (Saintfield)**  
**(Pref. #3)**

Please outline how your child meets the criteria for this school. 3000 character(s) left

3000 maximum characters

CancelSave

Your new preference will be listed as shown below but it has not yet been submitted.

**Additional School Selection**

*i* You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Select a school ↓

Academy Nursery School PS NU (Saintfield) (Pref. #3) ×

Add further preferences, if desired, repeat steps above.

### Additional School Selection

*You can add description/additional information for editable preferences by clicking the preference's label.*

Choose School

Academy Nursery School PS NU (Saintfield) (Pref. #3) ✕    Aghadowey Pre School PG (Pref. #4) ✕

**Note:** You cannot reorder preferences by dragging and dropping them in the Additional School Selection. To delete an additional pre-school/school you have selected (prior to submitting) click the x to the right of its name. You cannot delete a preference after submitting.

Aghadowey Pre School PG (Pref. #4) ✕

You may add any documents to support your application to the pre-schools/school listed in the **'Additional Supporting Documents'** section. Click **'Add Documents'**.

### Additional Supporting Documents

Please add supporting documents for additional preferences

No documents uploaded

[+ Add Document](#)

Select a document from your browser.



You can preview some document types.  
Click 'Save'



## Document Upload

Document File



Birth Certificate TEST.jpg

Cancel

Save

Click 'Add Document' to upload any further documents.

Click 'Submit' to submit your additional pre-school/school preferences.

### Additional School Selection

**i** You can add description/additional information for editable preferences by clicking the preference's label.

Choose School

Select a school

Academy Nursery School PS NU (Saintfield) (Pref. #3) ✕

Aghadowey Pre School PG (Pref. #4) ✕

### Additional Supporting Documents

Please add supporting documents for additional preferences

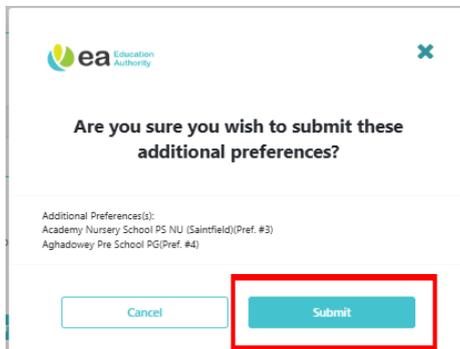
No documents uploaded

+ Add Document

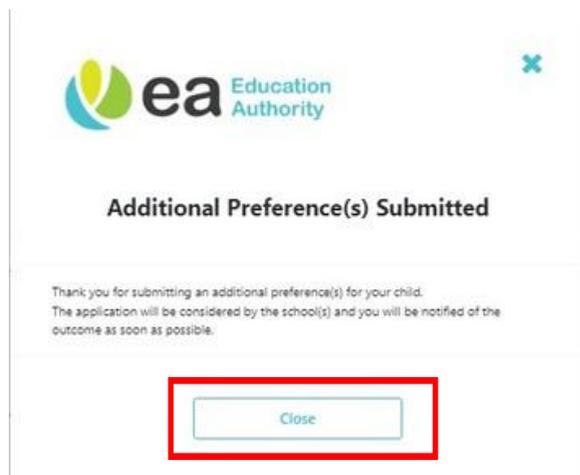
Cancel

Submit

Click **'Submit'** on the pop up to confirm submission of your Additional pre-schools/schools.



Click **'Close'** to return to the Application Summary.



**NOTE: No email submission confirmation will be sent to you of your additional pre-school/school; however, you can review your application at any time in the portal.**

### Notification of Outcomes

Decisions on additional preferences submitted will be notified by email for:

- Primary applications as soon as possible.
- Pre-School applications on Tuesday, 19 May 2026 (i.e. end of Stage 2).