

23 February 2021

Re: Post-Primary Application Process

Dear Parent/Guardian,

Further to information posted on our website on 19th February re: transfer to Post-Primary school please note the following **key messages** from the Education Authority pertinent to completing the online application for your child.

- The post-primary application will be accessible at www.eani.org.uk/admissions and the application opening window is between **12 noon on Monday 1 March** and **4pm on Tuesday 16 March 2021**.
- It is the responsibility of parents to check that all relevant information is included on their child's application before submitting the form.
- Digital assistance is available via the Admissions Helpdesk 028 9598 5595 in addition to the user guides on the EA website and the guidance leaflet 'Applying for a Post-Primary School Place'. (*A copy of this is attached for your information*)
- Using the **Recite Me** tool on the EA website, parents can translate information and access audio transcripts of admissions criteria and guidance materials in a range of languages. Translated versions of the P7 leaflet are also available.
- Parents can check if their child would be eligible for transport assistance to a particular school on the EA website.
- 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 over-subscribed. This means that not all children who apply will receive a place at an over-subscribed school. To ensure the best chance of getting your child into a post-primary school of your choice, **it is strongly recommended that at least 4 schools are listed in the order of preference and at least one non-grammar school is included**. Parents can list as many schools as they wish and in some areas where many of the schools are over-subscribed, it may be wise to list more than 4 schools. Up to 12 schools can be listed on the online application.
- It is important that parents find out the following information about the schools they are considering. This will help assess if your child is likely to be offered a place:

1. The admissions criteria sets out how the school will decide which children will be selected/not selected if the school is oversubscribed. Parents should think about how well their child meets the criteria. The admissions criteria for all schools can be found on the EA website. If parents have questions about what something in a particular school's criteria means they can contact the school for clarification.

2. The number of applications the school received in previous years and the number of pupils who were accepted. This information is included with the school's criteria on the EA website to let parents know if the school is usually oversubscribed.

The purpose of all this information is to enable you, as parents, to carry out this process as accurately as possible. Should you require any further assistance please contact the school office.

Yours sincerely

C. McCooe
Principal