

Notes of Guidance for Parents on Admission to Primary Education in the 2022/23 School Year

Children born between 2 July 2017 and 1 July 2018 (inclusive) to commence primary education in September 2022

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? Fill in the application form attached to these notes of guidance. You should complete only **ONE** application form 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 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information (e.g. date of birth, home address) and because of this the child obtains a place, the place will be withdrawn.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 school(s) as a preference you will need to check carefully its admissions criteria and ensure that you provide the details of your child's community background. If you list an integrated school(s) as a preference, please ensure you complete this section on the application form as this information is required by integrated schools to apply their balance, as stated in their published admissions criteria. When applying using a paper form, all information you provide, including that relating to your child's community background, may be visible to any school listed as a preference on your paper form which considers the application. If, when applying on a paper form, you wish to keep your community background private from other schools, you should contact the integrated school(s) you wish to apply for, to find an agreed alternative method of providing this information e.g. some integrated schools may have a separate pro-forma that you can complete and submit directly to the school.

Where do I return the form to? Forward the application and a copy of your child's birth certificate directly to the first preference school for consideration. The school will advise you of the outcome of your application. Please read the admissions criteria of the school to check if any other documentation is to be submitted with the application.

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 back to the parent 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.

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 2022/23 SCHOOL YEAR

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	
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

1st _____ YES ☐

Reasons for preference _____

2nd _____ YES ☐

Reasons for preference _____

3rd _____ YES ☐

Reasons for preference _____

4th _____ YES ☐

Reasons for preference _____

5th _____ YES ☐

Reasons for preference _____

6th _____ YES ☐

Reasons for preference _____

Are there
brothers/sisters
currently
attending?
PLEASE TICK

FOR EA USE

Selected	Not Selected
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<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 SHOULD BE RETURNED TO

YOUR FIRST PREFERENCE SCHOOL DIRECTLY

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.

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 website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices>.