**Key Messages for Principals to communicate to parents of P7 pupils**

The Education Authority greatly appreciated if the following key messages could be communicated to Yr. 7 parents.:

¬ The post-primary application will be accessible at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions)

and the application window is open between **12 noon on Tuesday 1 February and 4pm on Wednesday 23 February 2022** and applications are **not** considered on a first come, first served basis.

The application process for P7 children transferring to post-primary school in September 2022 is opening soon. You can apply online via the EA website [www.eani.org.uk](http://www.eani.org.uk) between 12.00 noon on Tuesday 1 February 2022 and 4 pm on Wednesday 23 February 2022. Visit this link

<https://www.eani.org.uk/parents/admissions/applying-for-a-school-place>

to view the admissions criteria for all post-primary schools on the EA website as well as a video and guidance on the transfer procedure and making your application.

A copy of a Key information leaflet to parents ‘Applying for a Post-Primary School Place’ can be found at the link below.

<https://www.eani.org.uk/parents/admissions/admissions-videos-and-guidance>

¬ It is recommended that parents use a supported internet browser e.g. Google Chrome, Microsoft Edge, Safari etc. NB The application will not work on Internet Explorer

¬ Parents who are awaiting the results of an entrance test may wish to await the outcome before starting an application, however, if desired they could complete the registration process and partially complete their child’s form before receiving results and return to complete before 23 February.

¬ 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 our website and the guidance leaflet ‘Applying for a Post-Primary School Place’.

A ‘Post Primary Application Tutorial Video’ providing a step-by-step guide to completing the online application will be made available prior to the application window opening. Parents will soon be able to access these resources on the parent pages of the EA website <https://www.eani.org.uk/parents/admissions/admissions-videos-and-guidance>

together with general guidance which has been updated for 2022 on the admissions process. Updated FAQ documents for parents and primary schools will also be accessible on the website prior to the application window opening

¬ Using the Recite Me tool on the EA website, parents can translate information and access audio transcripts of admissions criteria and our guidance materials in a range of languages. Parents may watch our subtitled video in six different languages and access translated versions of the P7 leaflet.

¬ 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 oversubscribed and not all children who apply will receive a place at an oversubscribed school. To ensure the best chance of getting their child into a post-primary school of their choice, it is strongly recommended that at least four schools are listed in the order of preference and include at least one non-grammar school. Parents can list as many schools as they wish and in some areas where many of the schools are oversubscribed, it may be wise to list more than four schools. Up to 12 schools can be listed on the online application and if more are needed these may be emailed to EA.

¬ It is important that parents find out the following information about the schools they are considering. This will help them to assess if their 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.

If you have any queries please contact the post-primary admissions office by telephone:

**028 9598 5595** or

Email: [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)

Thank you for your continued support.