

# Admission to Primary Education (after close of procedure on 27 April 2021)

## What do you need to do now?

All children who are 4 years old on or before the 1st July must begin their primary education from the beginning of the school year following their 4th birthday.

The application procedure for admission to primary schools for September 2021 concluded on Tuesday 27 April 2021 and parents/guardians will know the outcome of their child's application on Wednesday 28 April 2021. If the application was submitted on time to be processed, this procedure will have resulted in one of a number of outcomes (see Questions 1 – 4).

## What do you need to do now?

Information on what action, if any that you need to take depends on your position. FAQs are detailed below to assist you by providing details for different scenarios including what you may need to do now as well as information if you have not applied previously for a primary one place.

## Placement Letter FAQs

### 1. How can I find out the outcome of my application?

The admissions procedure closes on Tuesday 27 April 2021. The Citizen Portal will be open from 10.00 am on Wednesday 28 April 2021.

- If you had applied online in January 2021 you can log in to the Citizen Portal to view the outcome of your child's P1 or Reception application. Guidance on how to log in and view a placement offer are accessible in the [Admissions](#) section of EA website. Some schools may also choose to notify parents by post, letters for receipt on 28 April 2021.
- If you applied using a paper application a letter will be issued by the school where your child is being offered a place for receipt on 28 April 2021 **OR** you can contact the [Admissions Helpdesk \(028\) 9598 5595](#) from 10.00 am on Wednesday 28 April to find out the outcome of your application. Our Helpdesk is also open Monday to Friday 9 am to 5 pm.

### 2. What do I do if I have received an offer of a P1 place for my child in the primary school which I listed as first preference?

You should be aware that for a small number of schools the offer of a place may be conditional on you, as a parent/guardian, providing them with verifying information in line with their published admissions criteria. Any school requiring verifying information will be in touch directly.

The school will advise you directly about any induction arrangements, uniform policy, etc.

### 3. What do I do if I applied with a paper application and have not received my letter of offer - how can I find out the outcome of my application?

Some post may take longer to deliver than usual, if you applied using a paper application you can contact the [Admissions Helpdesk \(028\) 9598 5595](#) from 10.00 am on Wednesday 28 April to find out the outcome of your application. Our Helpdesk is also open Monday to Friday 9 am to 5 pm.

#### **4. How will I know when my child's start date is?**

The school where your child has been allocated a place will be in contact with you to make arrangements.

#### **5. How do I accept or decline the place offered?**

You can accept the offer of the place by emailing the school, contact details are available on the EA website using the [Search Schools](#) facility. Please be aware that for a small number of schools the offer of a place may be conditional on you as a parent/guardian providing them with verifying information in line with their published admissions criteria. Any school requiring verifying information will be in touch with you when they are able to do so.

**OR**

If you had also received a letter of offer directly from the school they may have guided you on how you can accept the offer.

If you decline the offer of a place, you should email the school, contact details are available on the EA website using the [Search Schools](#) facility and copy the email to [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk) providing your reasons for refusing the offer.

If applicable, please refer to point 9 of the FAQs if you require guidance on where you had an offer but now you are wishing to apply to another school.

#### **6. Why has my child been offered a place in a school which was not my first preference?**

If schools are oversubscribed they have to apply admissions criteria in order to admit children up to the admissions number. You may wish to contact the school which has not selected your child to discuss the reason why he/she was not offered a place.

There is provision for an appeal against the decision of the Board of Governors of a school(s) in not selecting your child. For more information see our [how to appeal](#) guidance.

#### **7. Do I have to accept the place my child has been offered if it was not my first preference?**

It is recommended that you accept the place which has been offered (this has no impact on the admissions appeal process if you decide to appeal). Please be aware that for a small number of schools the offer of a place may be conditional on you, as a parent/guardian, providing them with verifying information in line with their published admissions criteria. Any school requiring verifying information will be in touch with you directly. Information provided by the school should include guidance as to how you can accept this offer. As applicable, the school will also advise you about any induction arrangements, uniform policy, etc.

If you have received a letter of offer directly from the school they may have guided you on how you can accept the offer.

#### **8. What should I do if my child has not been offered a place?**

You will have received an email or a letter from the Education Authority giving you details on what to do next.

- Consult the list of schools which may have places available at the close of the admissions procedure, this document is published on the [Admissions](#) section of the EA website.
- Identify those schools that you wish to consider your child's application. Study each school's admissions criteria which can be found using the [Search Schools](#) facility.
- Please submit the online form naming new preferences as soon as possible at [INSERT LINK] and **not later than** Wednesday 12 May 2021

OR

if you have received a letter a form will be enclosed. Please return this form as soon as possible and **not later than** Wednesday 12 May 2021 to:-

By email: [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)

By Post: Primary Admissions Office, 3 Charlemont Place, The Mall, Armagh BT61 9AX

- If you have listed more than one school on your placement request and the first preference school does not have a place available, your request will be forwarded by Primary Admissions to the school that you are listing as your next preference. The school will advise you directly of the outcome of your application.
- If schools are oversubscribed they have to apply admissions criteria in order to admit children up to the admissions number. You may wish to contact the school which has not selected your child to discuss the reason why he/she was not offered a place.
- There is provision for an appeal against the decision of the Board of Governors of a school(s) in not selecting your child. For more information see our [how to appeal](#) guidance.

## 9. What if my child has been offered a primary one place but I want to change to another school?

If your child has been offered a primary one place but you want to change to another school you should:

- consult the list of primary schools which may have places available at the close of the admissions procedure, this document is published on the [Admissions](#) section of the EA website.

### 9.1 – How can I change to a school that has places available?

- Identify those schools that you wish to consider your child's application. Study the school's admission criteria, which can be accessed using the [Search Schools](#) facility.
- Download the Primary One application form which can be accessed on the [Admissions](#) section of the EA website. Forward the application and a copy of your child's birth certificate directly to the new school for consideration. The school will advise you of the outcome of your application.
- Only after you are offered a place in writing you should advise the school that originally offered your child a place that you are formally withdrawing your application. This should be done preferably by email to the school, with a copy to [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk) as soon as possible.

## 9.2 – How can I change to a school that does not have places available?

- Identify those schools that you wish to consider your child’s application. Study the school’s admission criteria and their waiting list policy, which can be accessed using the [Search Schools](#) facility.
- If you want to change to a school that does not have places available, then you should contact the school directly, to request that your child’s name is placed on a waiting list for a place. If you have already applied to the school during the admissions procedure, you do not need to complete a new application form but you may wish to confirm whether your son/daughter’s name has been placed automatically on a waiting list. Please note that some schools **do not** operate a waiting list.

### 10. What if I had applied for a place after 12 noon on 5 February 2021 and I haven’t received a letter?

If you had submitted a late application after 12.00 noon on 5 February 2021 you may not receive a letter on 28 April 2021. Rather, the school to which you had submitted your application will now consider it and advise you of the outcome.

### 11. What should I do if I had not previously applied for a primary one place?

If you have not previously applied for a Primary 1 place you should:

- Consult the list of primary schools which may have places available at the close of the admissions procedure, this document is published on the EA’s website under [Admissions](#).
- Identify those schools that you wish to consider your child’s application. Study the school’s admission criteria, which can be accessed using the [Search Schools](#) facility.
- You may wish to contact the school directly to confirm that there are still places available, download the application form which can be accessed on the [Admissions](#) section of the EA website. List in order of preference the school(s) you wish to apply to. Forward the application and a copy of your child’s birth certificate directly to the new school for consideration. The school will advise you of the outcome of your application.
- If your preferred school does not have a place available you will be advised in writing. If you have listed more than one school on your application form and the first preference school does not have a place available the application form will be returned to you. Please note that you do not have the right to appeal the decision of the Board of Governors of a school which has filled its places. You should ask the school to place your child’s name on the waiting list in the event that a place becomes available.

### 12. You want to apply to a Preparatory School or to an Independent School for a place for your child.

For information on Preparatory Schools and Independent Schools please contact the school directly. Contact details for Preparatory Schools are accessible on the EA’s website using the [Search Schools](#) facility. If you have been offered a place in another school and wish to decline it, please formally withdraw your application. This should be done either by letter or email to the school.

### 13. How do I apply for Home to School Transport?

For those parents that wish to apply for home to school transport assistance, information on eligibility

for transport assistance and how to apply online can be found on the EA's website [under Home to School Transport](#). The online application for transport assistance will be available from Tuesday 18 May 2021.

#### 14. Where can I get further help?

**Admissions Helpdesk:**

**Telephone:** 028 9598 5595 Monday to Friday 9am – 5pm

**E-mail:** [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)