

Admission Guide for Parents to Primary Education

*(after close of procedure on
28 April 2022)*

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. For September 2022 admission a child is considered compulsory school age if their date of birth falls between 2 July 2017 and 1 July 2018.

If you have not applied previously for a primary one place for your child, information on how to make an application are detailed below. Details are also available below if you wish to apply to change the school where your child was allocated a place at the close of procedure on 28 April 2022.

1. What should I do if I had not previously applied for a P1 place?

If you have not previously applied for a P1 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 at www.eani.org.uk/admissions
- Identify those schools that you wish to consider your child's application. Study the school's admission criteria, which can be accessed at <https://www.eani.org.uk/search-schools>. You may wish to contact the school directly to confirm that there are still places available.
- Complete the application form which can be accessed on the website www.eani.org.uk/admissions. 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 first preference school for consideration. The school will advise you of the outcome of your application. Paper applications are available on request from the Primary Admissions office primaryadmissions@eani.org.uk
- If your preferred school does not have a place available you will be advised in writing by the school. 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.

***NB: List correct at close of procedure on 28 April 2022.**

2. How do I accept or refuse the offer of a P1 place?

2.1 How do I accept a place offered?

To accept a P1 place offered – please contact the school directly to confirm you wish to accept the place. School contact details can be found on the EA website www.eani.org.uk/search-schools

2.2 How do I refuse a place offered?

To refuse your child's P1 place please contact the school directly. This should be done as soon as possible and preferably by email to the school. School contact details can be found on the EA website www.eani.org.uk/search-schools Please also copy the email to the Primary Admissions Office primaryadmissions@eani.org.uk

3. 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 <https://www.eani.org.uk/search-schools>. 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.

4. What if my child has been offered a P1 place but I want to change to another school?

If your child has been offered a P1 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 EA's website at www.eani.org.uk/admissions

4.1 – 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 at <https://www.eani.org.uk/search-schools>.
- Download the Primary One application form which can be accessed on the EA website www.eani.org.uk/admissions. 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 as soon as possible.

****NB List correct at close of procedure on 28 April 2022.***

4.2 – 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 at <https://www.eani.org.uk/search-schools>
- 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.

5. I wish to defer my child starting P1 in September 2022

Who is eligible?

Children born on or between 1 April 2018 and 1 July 2018. Any child who was born before 1 April 2018 but who was due to be born on or after 1 April 2018 if born at term.

I have already received a P1 placement for my child

If your child has been offered a place for P1 for September 2022, and you now wish to defer your child from starting P1, please contact the Primary School where the place has been offered by email with a copy to primaryadmissions@eani.org.uk stating your wish to refuse the place.

NB: A deferral cannot be processed until you have refused the P1 place offered.

Information on the deferral process is available on the EA Website here - [Deferring School Starting Age](#) Please read the FAQs carefully and complete and submit the application form.

I have not applied for a P1 place but wish to defer

Information on the deferral process is available on the EA Website here [Deferring School Starting Age](#) Please read the FAQs carefully and complete and submit the application form.

A paper Deferral application is also available on request from the Primary Admissions office - Email primaryadmissions@eani.org.uk

6. 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 www.eani.org.uk/transport.

7. If I decide that I want to appeal my child's case, what do I need to do?

If your child has been refused a place in P1 in a Primary School you can appeal the decision of the Board of Governors.

You can only make an appeal if you feel the published Admissions Criteria of the school has not been applied or has not been correctly applied. Please contact the school directly to discuss why your child's application was not selected.

The Tribunal Panel will decide if a school has correctly applied its admissions criteria in deciding to refuse your child admission to the school. Tribunals **cannot** uphold an appeal on any other grounds. The actual substance of the criteria cannot be challenged in the appeal tribunal.

Further information on the Appeals process and the Appeal Form can be found on the EA Website here - www.eani.org.uk/admissionappeals

8. Where can I get further help?

Primary Admissions Helpdesk:

E-mail: primaryadmissions@eani.org.uk

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