

Information Leaflet

Admission to Pre-School Education (Information from 28 April 2022)

What do you need to do now?

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Information on what action, if any that you need to take depends on the position of your application at present and the options are detailed below. Information is also available if you have not applied previously for a funded pre-school place.

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

- **If you had applied online in January 2022** you can log in to the Citizen Portal on 28 April 2022 to view the outcome of your child's Pre-School (Target Age) application. Guidance on how to log in and view the outcome are accessible on the [Education Authority](#) website. Some pre-schools may also choose to notify parents by post, letters for receipt on 28 April 2022.
- **If you applied using a paper application** a letter will be issued by the school or playgroup where your child is being offered a place for receipt on 28 April 2022 **OR** you can contact the [Admissions Helpdesk](#) (028) 9598 5595 Monday to Friday 9am to 5 pm.

2. What do I do if I have received an offer of a funded Pre-School place for my child in my first preference?

You should be aware that for a small number of schools or playgroups the offer of a funded place may be conditional on you, as a parent/guardian providing them with verifying information in line with their published admissions criteria. Any school or playgroup requiring verifying information will be in touch with you when they are able to do so.

Contact the school or playgroup by email to advise if you are accepting or not accepting the offer. If not accepting you should also provide details as to why you are not accepting. Where you are not accepting an offer you should copy your email to preschooladmissions@eani.org.uk
Contact details of schools or playgroups are available on the Education Authority website under [Search Schools](#).

As applicable, the school or playgroup will advise you when they are able to so, 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 Monday to Friday 9am to 5pm.

4. Why does the offer notification for my funded place not inform me if my child has got a morning or afternoon session?

Pre-School legislation enables parents/guardians to list full-time or part-time preferences, it does not recognise morning and afternoon sessions as preferences, therefore, the placing of a child in a morning or afternoon session is not part of the preference based admissions process. The allocation of a morning or afternoon session is the decision of the setting. This is based on a range of circumstances or procedures relating to that individual setting. If the pre-school offering your child a funded place has a morning and afternoon session you can contact them directly to find out which session they have been able to allocate your child to. Contact details are available on the Education Authority website under [Search Schools](#).

5. Why does the offer letter for my funded place not inform me of my child's start date?

The school or playgroup will be in contact with you when they are able to do so.

6. How do I accept or decline the offer of the funded place?

If you applied online you can not use the Citizen Portal to accept or not accept a place offered.

You can **accept the offer** of the funded place by only emailing the school or playgroup. Contact details are available on the Education Authority website under [Search Schools](#).

You should be aware that for a small number of schools or playgroups the offer of a funded place may be conditional on you as a parent/guardian providing them with verifying information in line with their published admissions criteria. Any school or playgroup 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 or playgroup they may have guided you on how you can accept the offer.

If you **decline the offer** of a funded place, you should email the school or playgroup. Contact details are available on the Education Authority website under [Search Schools](#).

Where you are declining an offer you should only in this case copy your email response to the pre-school to preschooladmissions@eani.org.uk providing your reasons for refusing the offer.

If applicable, please refer to point 10 of the FAQs if you require guidance on where you had an offer but now you are wishing to apply to another school or playgroup.

7. Why has my child been offered a funded place in a pre-school which was not my first preference?

If schools or playgroups are oversubscribed they have to apply admissions criteria in order to admit children up to the admissions/allocation number. It is only the schools or playgroups who make decisions on applications. You may wish to contact the school or playgroup who have not been able to offer your child a place to discuss the reason why he/she did not secure a place. Contact details are available on the Education Authority website under [Search Schools](#).

There is provision for an appeal against the decision of the Board of Governors of a Nursery School, Nursery Unit or Community Nursery School, in not offering your child a funded place. Information on how to appeal is accessible on the Education Authority website [Admissions Appeals](#).

8. Do I have to accept the funded 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 against a Nursery School or Nursery Unit or Community Nursery School). You should be aware that for a small number of schools or playgroups the offer of a funded place may be conditional on you as a parent/guardian providing them with verifying information in line with their published admissions criteria. Any school or playgroup requiring verifying information will be in touch with you directly. Information provided by the school or playgroup should include guidance as to how you can accept this offer. As applicable, the school or playgroup will advise you when they are able to so, about any induction arrangements, uniform policy, etc.

9. What should I do if my child who is target age (born on or between 2 July 2018 and 1 July 2019) has not been offered a funded place at the close of Stage 1?

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 pre-school providers that still have funded places available at the close of the pre-school Stage 1 admissions procedure on the [EA's website](#).
- Identify those pre-school providers that you wish to consider your child's application. Study the provider(s) admission criteria which can be accessed on the EA's website under [Search Schools](#). Also check the criteria to see if any provider requires supporting documentation.
- Do not select pre-school providers again which you had listed as a preference on your original application form. **Please note:** some Nursery Schools/Nursery Units offer full-time and part-time education provision and in these cases the full-time / part-time are separate preferences for that pre-school. Where a provider offers full-time but have no places left you may wish to check if they have part-time places available from the list as mentioned above. You should check the admissions criteria of the provider you are choosing to identify what provision they provide or you can contact the provider to check the provision they offer.
- We encourage you to list as many further preferences as you can.
- The online Pre-School application for Stage 2 form will be made available on the EA website from 28 April 2022. Complete by listing your further preference(s) in order/reasons for preference and submit before 4.00pm on 12 May 2022. You will need the name of the provider from the list of funded places available when filling out your application. The outcome of your application will be available on 16 June 2022, check our website for further details at that time.
- If pre-schools are oversubscribed they have to apply their published admissions criteria in order to admit children up to their admission/allocation number. You may wish to contact the pre-school provider which has not offered your child a place 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 nursery school, nursery unit or community nursery school in not selecting your child. Information on how to appeal is accessible on the [EA's website](#)

10. What if my child has been offered a funded pre-school place but I want to change to another pre-school?

- consult the list of pre-school providers that may have funded places available at the close of Stage 1. This document is published on the Education's Authority's website at [EA's website](#) - also see below:-

10.1 How can I change to a pre-school that has funded places available?

- It is important that you understand that by declining the offer of a funded place at this stage you may risk not getting another offer of a funded place. **In this case, any new application submitted for your child will be treated as late.**
- at the point of making your first application you had been given the opportunity to express your order of preferences. Your reason for a change at this stage may be a valid one due to your circumstances, rather than just wanting to change your mind and you should consider your reasons carefully, as to why you are wishing to change given the risk of not getting a second offer, as you are not guaranteed a place of your choice.
- you should also be aware that additional funded places will not be granted to a provider for a child who already was offered a funded place in another setting.
- If you have carefully made your decision that you want to proceed to decline* the offer and submit a new application then you need to identify those pre-school providers with funded places available that you wish to consider your child's application. Study the provider(s) admission criteria, which can be accessed on the [EA's website](#)
- withdraw your Stage 1 application in writing to the Education Authority Pre-School Admissions Office preschooladmissions@eani.org.uk and provide reasons for this withdrawal.
- The online Pre-School application form for Stage 2 will be made available on the EA website from 28 April 2022. Complete by listing your order of preferences and submit before 4.00pm on 6 May 2022. You will need the name of the provider from the list of funded places available when filling out your application. The outcome of your application will be available on 16 June 2022, check our website for further details at that time. If your application is received after 4.00pm on 6 May 2022 it will not be processed until after close of Stage 2.

***NOTE:** If you withdraw your Stage 1 application all preferences on it or the pre-school preference that you declined an offer of will become null and void. Therefore, you lose the right to be recalled should a place become vacant.

10.2 How can I change to a pre-school that does not have funded places available at the close of Stage 1?

- Information will be available at the close of Stage 2 from 16 June 2022. In the meantime you should be mindful of the following:-
- you should be aware that additional funded places will not be granted to a provider for a child who already was offered a funded place in another setting.
- It is important that you understand that by declining the offer of a funded place at this stage you may risk not getting another offer of a funded place.

- at the point of making your first application you had been given the opportunity to express your order of preferences. Your reason for a change may be a valid one due to your circumstances, rather than just wanting to change your mind and you should consider your reasons carefully, as to why you are wishing to change given the risk of not getting a second offer, as you are not guaranteed a place of your choice.

11. I have a change of address who do I need to tell?

You can email preschooladmissions@eani.org.uk.

12. I wish to defer my child starting Pre-School (Target) in September 2022

Who is eligible?

Children born on or between 1 April 2019 and 1 July 2019. Any child who was born before 1 April 2019 but who was due to be born on or after 1 April 2019 if born at term.

I have already received an offer of a funded pre-school place for my child

If your child has been offered a place for Pre-School(Target) for September 2022, and you now wish to defer your child from starting Pre-school, contact the Playgroup or School where the place has been offered by email with a copy to preschooladmissions@eani.org.uk stating your wish to refuse the place. See link below to FAQs and deferral request form.

NB: A deferral cannot be processed until you have refused the Pre-school place offered.

Information on the deferral process including a deferral request form is available on the EA Website here - [Deferring School Starting Age](#) Please read the FAQs carefully.

I have not applied for a Pre-school (Target) funded 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.

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

13. I am a first time applicant how can I apply for a pre-school place?

- Consult the list of available funded pre-school places, this document is published on the EA's website at [EA's website](#)
- Identify those pre-schools that you wish to consider your child's application. Study the pre-school's admissions criteria, which can be accessed on the Education Authority website [Search Schools](#)
- The online Pre-School application form for Stage 2 will be made available on the EA website from 28 April 2022. Complete by listing your order of preferences and submit before 4.00pm on 12 May 2022. You will need the name of the provider from the list of funded places available when filling

out your application. The outcome of your application will be available on 16 June 2022, check our website for further details at that time. If your application is received after 4.00pm on 12 May 2022 it will not be processed until after close of Stage 2.

14. How do I find out where my child is on a school or playgroup waiting list?

At the close of Stage 1 where a school or playgroup has now filled its admissions number/allocation, and that school or playgroup operates a waiting list policy you can contact them to find out your child's position on that list. It is a matter for the school or playgroup to decide if they are able to inform you of this information.

15. When will I hear about the outcome of my application for my underage child?

Underage (Penultimate) applications are processed in Stage 2 which commences on 28 April. The outcome will be available on 16 June 2022. Check the [EA's website](#) at that time for further information.

16. How can I make contact with a school or playgroup?

You can find this information on the EA website at [Search Schools](#)

17. Where can I get further help?

Admissions Helpdesk:

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

E-mail: preschooladmissions@eani.org.uk