eaconnect

Transfer to Post Primary September 2023

Primary school principals have always played an invaluable role in supporting parents as they prepare to apply for a Post Primary school place for their child. Your support in the past was very much appreciated and we are seeking your assistance again this year.

Admissions

> **EA Connect will open on 1 February 2023 at 12 noon and close on 23 February 2023 at 4pm for Year 8 post primary applications.**

📞 Call the Admissions Helpdesk on 028 9598 5595, Monday to Friday from 9am to 5pm throughout the application window.

✉️ The helpdesk email for parents is **postprimaryadmissions@eani.org.uk**
The priority support mailbox for schools is **ConnectAdmissionsPostP@eani.org.uk**

We are requesting schools help us to support parents by:

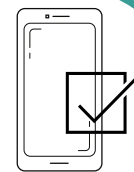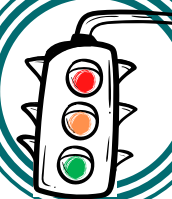|	
Circulate leaflet to parents	Please send the attached leaflet 'Applying for a Post Primary School Place 2023' to the parents of your P7 pupils, except for pupils with a statement of special educational needs.
Refer parents for digital assistance	Please promote to parents the post primary digital drop-in clinics held across several Libraries NI. Admissions Digital Clinics >>
Distribute promotional video	The 'Post Primary Admissions' video informs parents of the online application process and is available in six alternative languages and sign language. Admissions - Videos and Guidance >>
Reinforce key messages	Please share the key messages (below) which provide important information for parents on post primary applications.
Signpost to online resources	A number of useful resources have been developed which includes admissions criteria, tutorial videos, FAQs and quick reference guides in multiple languages to support parents with the post primary application process via **EA Connect.**
View the position of applications for your P7 pupils	**EA Connect** features a 'P7 transfers' tab for schools to access information on the applications as they are made. This improved functionality enables school users to view the status of applications:

- ✖ **not started**
- ⏳ **started but not submitted**
- ✔ **has been submitted**

Pupil details entered on applications must match with EA records before they are displayed in school views. If a pupil has changed address or moved to a different primary school etc. they must be 'matched' in the EA back office. This will not prevent a parent from making an application but there might be a slight delay before the pupil application appears on your list.

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- The **'Apply Now'** link for post primary applications will be live on the EA website from **Wednesday 1 February at 12 noon**. Applications will close on **Thursday 23 February 2023 at 4pm**.

- Applications **are not** considered on a first come, first served basis.

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

- Parents who are awaiting the results of an entrance test can start an application by registering on **EA Connect** and entering child's details, or alternatively wait on the outcome of the results before starting. Applications must be completed and submitted **on 23 February 2023 by 4pm.**

- It is the responsibility of parents to check that all relevant information is included on their child's application before submitting it.

- A number of resources are available online including tutorial videos, FAQs and quick reference guides, in multiple languages, to support parents with the post primary application process via **EA Connect**.

- Parents can check if their child would be **eligible for transport** assistance to school on the EA website - Check Transport Eligibility

- 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 a child has the best chance of getting 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. 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 **read the admissions criteria** of the schools they are considering. This will help them to assess if their child is likely to be offered a place:
  - the criteria inform how the school will decide which children will be selected if the school is oversubscribed. Parents should think about how well their child meets the criteria which can be found on the EA website. If parents have queries on a school's criteria they must contact the school for clarification.
  - information on the number of applications the school received in previous years and the number of pupils who were accepted are included in the school's criteria to let parents know if the school is usually oversubscribed.

3 DAYS TO GO

Applications for pre-school and primary school places closes on **Friday 27 January 2023 at 12 noon.** Please remind your parent community to make an application before the deadline.

www.eani.org.uk/parents/admissions

Top Frequently Asked Question

How do I access both primary school and nursery school applications?
Users should navigate to the 'Admissions' tab on the top toolbar. Here you can select the relevant filters and setting required. Please ensure you select filter to view all applications within a pre-school or primary school setting.

Social Media

Regular updates are provided through the EA social media to inform parents and guardians of important lint dates and useful resources. Please support maximising the reach to parents by sharing on your own preferred social media channels.

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Education Authority (Northern Ireland)