Dear P7 Parent,

TRANSFER PROCEDURE PROCESS & INTERVIEWS 2023

Incredible though it may seem, we are now at the stage in your child's primary school career when you must select his or her next school. This used to be done schools, but it is now completed by parents using an application process which is totally online.

Although it must be the parents who make the actual online application, it is usually helpful for parents to come up to school and chat with me about their child's options for secondary school. I am clearing my diary for this purpose on the following dates/times:

For parents of children who did **not** sit AQE / GL Tests

o Monday 30th January, 9:15am-12:10pm
o Tuesday 31st January, 9:15am-12:10pm
o Thursday 2nd February, 9:15am-12:10pm

For parents of children who **did** sit AQE and/or GL Tests

o Monday 6th February, 1:30pm-4:00pm
o Thursday 9th February, 10am-3:30pm
o Tuesday 21st February, 1:30pm-3:30pm

 Please contact Miss Murphy in the school office (90 401246) to make an appointment

The rest of this letter shares useful information taken from the EA's Admissions Guide for Applying to Secondary Schools: Post Primary Admissions Guide | Education Authority Northern Ireland (eani.org.uk)

Yours sincerely,

D.F. Heggarty B.Ed., M.Ed., PQHNI
PRINCIPAL

APPLYING FOR A POST PRIMARY SCHOOL PLACE 2023

Online applications will open at 12 noon on Wednesday 1 February 2023 and will <u>close at 4pm on Thursday 23 February</u> 2023.

Cregagh Primary School will share with you an electronic copy of the key information leaflet 'Applying for a Year 8 Post Primary Place' once this becomes available. This leaflet and further guidance will be accessible on this website ([Post Primary Admissions Guide | Education Authority Northern Ireland (eani.org.uk)](#) in due course to assist you in making an online application.

Secondary school places are NOT allocated on a first come, first served basis.
Post Primary Schools WILL NOT consider applications until after the closing date.

It is very important that you:

- Find schools in your area
- Read the **Admissions Criteria** <u>very</u> carefully
- Check what **supporting documentation** is required to be uploaded with your application
- List **at least four preferences** on your application
- Check whether transport assistance will be available for your child using EA's online Transport Eligibility Checker: [Education Authority Transport Eligibility Checker (eani.org.uk)](#)

Before starting your child's application online, you should

- Read carefully the [admissions criteria](#) for each Post Primary School that you wish to nominate as a preference.

- You will require an email address to be able to register on EA Connect to submit an application. If you need help with setting up an email address, please contact the [Admissions Helpdesk](#)

All schools will require the birth certificate to verify a child's name and date of birth. Either a full (long) or short birth certificate may be used or an amended birth certificate or an adoption certificate, where appropriate, is acceptable.

You should refer to the admissions criteria to find out if other supporting documents are required by each of the schools you have chosen e.g. proof of address.

- Gather all the required documents (in some cases this may be the birth certificate only).

- For GDPR purposes you may wish to remove personal/sensitive/private information from your documents before uploading e.g. financial details in bank statements.

- You can attach multiple documents under each category of document type if required.

- You can scan or take a photo of the documents you require for each school and save them on the device you will be using to make your Post Primary Application.

- Make sure that photos or scans are clear and legible. You will be able to preview some documents as you upload them (depending on the document type).

If you do not supply the documents requested this could lead to the inability of a school to offer a place to your child or the withdrawal of an offer of a place.

If a school has asked for documents which you do not have, or if it is unclear what type of documents are needed, you should email or phone the school directly to find out what they will accept as it can vary from school to school.

Do not upload documents unless they are required by the admissions criteria of any of the schools listed on your application.

SPECIAL EDUCATIONAL NEEDS

If your child is undergoing statutory assessment and does not currently have a formal Statement of Special Educational Needs, you still need to apply for a Post Primary place.

DO NOT complete an application if your child has a formal Statement of Special Educational Needs. There is a separate admissions procedure where the Post Primary School placement is discussed with you as part of the review of your child's statement. Therefore, application should not be made via EA Connect. For information on the progress of SEN assessments or school placements please contact the EA's SEN Service directly.

Contact SEN Helpdesk by telephone on 028 9598 5960

IMPORTANT DATES

Admissions Criteria for Post Primary Schools available to view on EA website	**Thursday 12 January 2023**
Post Primary Admissions 2023/24 Procedure OPENS	**12 noon Wednesday 01 February 2023**
Post Primary Admissions 2023/24 Procedure CLOSES	**4pm Thursday 23 February 2023**
Notification of the outcome of applications	**Saturday 20 May 2023**
Late/New Applications considered by schools with places still available	**Monday 22 May 2023 onwards**

KEY DATES FOR PARENTS : APPLYING FOR A POST PRIMARY SCHOOL PLACE FOR SEPTEMBER 2023

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THE USUAL AGE GROUP OF PUPILS WHO TRANSFER TO POST PRIMARY SCHOOL WILL BE 11 YEARS OLD BY 1 JULY 2023 I.E. PUPILS WITH DATES OF BIRTH FROM 2 JULY 2011 TO 1 JULY 2012, INCLUSIVE.

12 January 2023

Admissions Criteria and guidance on applying will be published on the EA website *www.eani.org.uk*

YOU CAN CHECK TRANSPORT ELIGIBILITY HERE TOO

February 2023

FEB 1
Online Portal opens
12 NOON

FEB 23
Online Portal closes
4:00 PM

You can apply 24/7 using a smartphone, tablet, laptop or computer

February - May 2023

Post Primary Schools consider applications and apply their admissions criteria

20 May 2023

Notification of the outcome of your application