Digital Admissions

Parent Portal Guidance

- The Parent Portal (portal) is available to make an online application for admission to pre-school or primary school in September 2019

- Portal opens on Wednesday 2 January 2019

- Portal closes at midnight on Thursday 31 January 2019

- Will be available 24/7 on your smart phone, tablet, laptop or computer

- Portal contains brief instructions at top of each screen to guide you through the application

Use of Parent Portal

Before making an application on the EANI School Admissions Parent Portal, all registration stages must be completed.

1   Register your details including a valid e-mail address and password, login using the e-mailed link

2   Add details of the child/children for whom you wish to make an application for in 'My Family'

3   Make application via 'Apply for a school place' button

4   Submitting your application

5   Changing your application

Step 1 : Online Registration

*Having considered which school(s) or preschool(s) you wish to apply to click on parent portal at:*

www.eani.org.uk/admissions

The following information is required:

- Your e-mail address

- Create a memorable password (must have minimum of 10 characters including upper and lowercase letters, numbers and a special character (i.e) *!>&… etc.)

- Your name, address and telephone contact details

- Confirm your agreement to Data Protection

What happens next?

- At the end of the registration you will receive an email containing the link to take you to the Parent Portal login screen

- Log in with your registered e-mail address and password
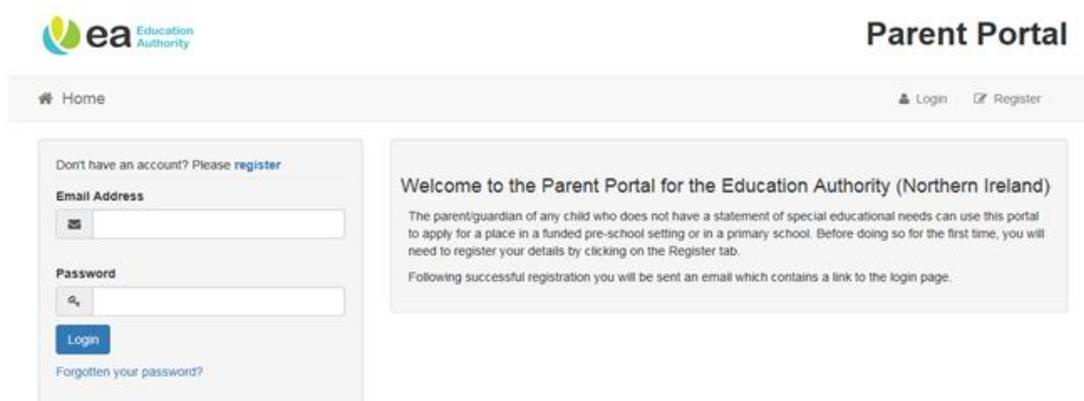
Step 2 : Adding your child's details

Before an application can be completed you must first enter your child's details by clicking the 'My Family' button.
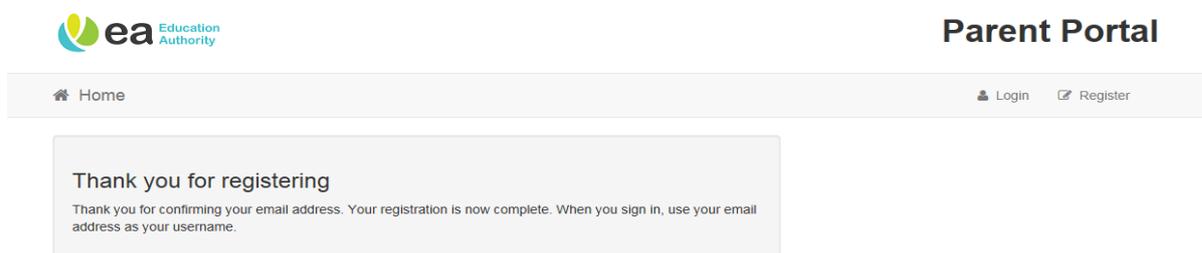
- Add child's name and date of birth **as per birth certificate –** the DOB will determine if your child is pre-school or primary age

- Add pre-school currently attended – if none select 'None' from the drop down menu – this will be the option if you are applying for an underage pre-school place

Should the pre-school attended by your child not appear on the drop down list select 'Pre-School not listed'

- Add child's address **(must be address where child is resident)**

- Complete parental/legal responsibility details

- Click 'add child'

What happens next?

- At the end of registering your child's details, click on 'Home' to return to the Parent Portal to start an application

Step 3 : Making your Application

Select 'Apply for a School Place' button to start the application. Your child's name and date of birth will appear

- Select 'start new application'

- Select Primary or Pre-school intake as appropriate

- Confirm address details

- Complete the responses to questions presented re social disadvantage (pre-school only) and eldest/only child

- Search for school you wish to apply for by name or postcode. **TIP** – use part name i.e. 'Killyclogher' for St Mary's, Killyclogher etc.

- The order of preference may affect eligibility for transport assistance – you can check if your child is eligible for transport assistance (not applicable to pre-school) at:- **www.eani.org.uk/financial -help/home-to-school-transport/check-eligibility-apply-now**

- Legislation requires Pre-School providers to give priority to children in their final pre-school year who are from socially disadvantaged circumstances

SOCIAL DISADVANTAGE (pre-school only)

- If applying for pre-school – please confirm re social disadvantage circumstances (e.g) in receipt of Income Support or Income-based Jobseekers Allowance or Universal credit... You should follow the steps below to see the full definition of what socially circumstances means

Additional Information

☐ **Social Disadvantage**   Please tick this if your child is socially disadvantaged. You can download a benefit verification form at https://www.eani.org.uk/BenefitVerification.

☐ **Eldest/Only Child**   Please tick this box if your child is the eldest/only child in your family

Back   Next

- Copy and paste web address provided into a **new tab on your browser** for definition and to access the benefit verification form -

- **https:www.eani.org.uk/BenefitVerification** *(Please note this web address is not a hyper-link)*

- Download and complete form, and bring to your local social security/jobs & benefit office for stamping. You should then take or send your completed form to your first preference provider to be received not later than **12.00 noon on 8 February 2019**

- The benefit verification form is also available from a pre-school provider or from your local social security/jobs & benefits office or from the Education Authority Pre-school Admissions Office

Step 3 : Making your Application *(Continued)*

Reasons for Preference

- Detail any preference reasons – ensure you detail how your child meets the admission criteria of each pre-school or primary school you list as a preference **E.G** indicate if sibling currently attending

- You will now see the pre-school/primary school you have chosen to list as your 1st preference

- You can add further preferences following the same steps as before and you can change the order of your preferences. **REMEMBER** – it is recommended that you list at least four preferences to maximise your child's chances of being offered a place

What happens next?

- You have now completed your application ready for submission

Step 4 : Submitting your Application

- You can now preview the application form by selecting 'Preview Application'. Please check that all your child's details are accurate and that preferences are appearing in the correct order. You should also ensure that you have detailed how your child meets the admission criteria for each pre-school/primary school you have applied to

- Read carefully the Terms & Conditions and the Data Protection information

- You can save your application by selecting 'Return Later', you will be directed back to the School Places page, and 'Application started but not yet submitted' will appear beside your child's details

  If you decide to return later remember that you must submit your application by 12.00 midnight on 31 January 2019

- Having previewed your application if you are satisfied that all information is correct, tick the box in 'Submit your Application' and select 'Submit Now'

- An email will be sent to the email address you provided to confirm receipt of your application and the pre-school/primary school(s) applied to in order of preference

- If you do not receive this confirmation you should telephone the EA's Admission Helpdesk – (028) 9598 5595

What happens next?

- To view the submitted information select 'preview'

📖 Admissions

Application for Penny White, Date of birth: 30/07/2015

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

To see a printer friendly version of your submitted application, click the Preview button. [Preview]

You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/01/2019 11:59. If you make any changes you MUST RE-SUBMIT it. Otherwise your application will not be considered.

Preview

ADMISSIONS APPLICATION FORM

Target Nursery 2019

Status of Application : SUBMITTED

This form details the information that you have provided on the Northern Ireland EA Education Authority's Online Application form. You may go online to make changes to the preferences you have expressed until the closing date for online applications of 31-01-2019 11:59. The information you have provided will be used to decide at which school we can offer you a place for Penny White and this offer will be communicated to you on .

Applicant's Details

Ms Jane White is the adult making an application for the child for Target Nursery 2019. The details below are relevant to this application.

Applicant's address	1, Beresford Row, The Mall, Armagh, Armagh, BT61 9AU
Gender	Female
Home Phone no	02838861489
Work Phone no	
Mobile Phone no	07706258947
Email Address	adele8@eani.org.uk
Relationship to child	Mother
Do you have parental responsibility for this child?	✓

Child's Details

Forename/Given Name	Penny
Middle Name(s)	
Surname/Family Name	White
Date of birth	30-07-2015
Gender	Female
Please tick this box to confirm that your child does not currently have a statement of special educational needs. As indicated on the registration page, this portal should NOT be used to apply for a place if your child already has a statement of special educational needs. However, if he/she has special needs and is undergoing assessment you should proceed with an application on this portal in parallel with the statementing process. If the statement is approved before the conclusion of this	✓

PLEASE ENSURE THAT YOU BRING YOUR CHILD'S BIRTH CERTIFICATE AND ANY OTHER VERIFYING DOCUMENTS REQUIRED BY ALL PRE-SCHOOL(S)/PRIMARY SCHOOL(S) LISTED ON YOUR APPLICATION TO THE FIRST PREFERENCE PRIMARY SCHOOL OR PRE-SCHOOL SETTING

NO LATER THAN

12 NOON ON FRIDAY 8 FEBRUARY 2019

Where can I find out about Transport Assistance?

All applications must be made on-line via the EA's website

- **You can check if your child is eligible for transport assistance at:-**

www.eani.org.uk/financial-help/home-to-school-transport/check-eligibility-apply-now

Step 5 : Changing your Application

You can make changes to your application after submission up until the closing date of midnight on 31 January 2019.

1. **Log onto the Parent Portal**

2. **Select apply for a school place – you will see the details of the child/children you have submitted an application for with the option to view/change application**

3. **Select 'change application'**

4. **You will be asked to confirm that you wish to change your application –** *REMEMBER once you confirm you are changing your application your original application is no longer valid, please REMEMBER TO SUBMIT your application after you have changed it*

5. **At 'address details' screen click next to leave unchanged, or to change address please do as follows:-**

   To change address;

   a) **Select 'Home' to go back to main screen**

   b) **Select 'My Family'**

   c) **Click on your child's name**

d) Select 'use another address' and enter the postcode of the new address (drop down list will appear once you search)

e) Click on 'select' and then 'save child' to save new address details

f) The 'change of details' screen confirms your changes have been saved

g) Return to 'Home ' screen

h) Go to your child's name and select 'continue application'

i) Your new address will appear in 'child details' screen, select 'Next'

j) Your application is now ready to be re-submitted, select 'submit now'

k) You will get an email informing you that your application has been submitted and you can now preview the re-submitted application.

To change your preferences or order of preferences ;

- Follow points 1-4 under Step 5

- Select 'Next' at 'Additional Information'

- You are now in 'Preferred Schools' screen

- Select 'Add another preference' to add more schools

- To change order of preference use the arrows

- When you are happy with the order select 'Next' and follow steps j-k as above

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REMEMBER CHANGES CAN ONLY BE MADE UP UNTIL

12.00 MIDNIGHT ON 31 JANUARY 2019

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Please bring your child's birth certificate and any other verifying documents required by ALL pre-school(s)/primary school(s) listed on your application to your first preference setting by 12.00 noon on Friday 8 February 2019 if you have not already done so

What happens next?

A letter will be issued to you on Thursday 9 May 2019 (for receipt on Friday 10 May 2019) to advise you of the outcome of your application (applicable pre-school (target age) and primary one admissions)

Pre-school (underage) applications will be processed in Stage 2 which commences on 10 May 2019 and a letter will be issued on 11 June 2019 to advise you of the outcome of your application.