

Post-Primary Admissions 2021/2022

What you need to do after the close of the
admissions procedure

Questions and Answers

Accessing the outcome of your child's application

The application procedure for admission to Year 8 in post-primary schools for the 2021/2022 school year concluded on Friday 11 June 2021. Parents/guardians who applied for a place for their child can access the outcome of their application from Saturday 12 June 2021.

Online Applications

From 9am on Saturday 12 June 2021 you can log in to the Education Authority's Post-Primary Application portal via <https://admissions.eani.org.uk/postprimary> using the email address and password you registered with on the system. Remember to use a supported browser e.g. Google Chrome, Safari or Microsoft Edge.

It is expected that a very large volume of parents will be logging in on notification day. As the first few hours will be the busiest period you may be placed in a queue. You may wish to consider trying to log in at a less busy time.

Please ensure that you are logging in via the correct link. This is a different system to the online Pre-School/P1 application which uses the Citizen's Portal.

Paper/Emailed Applications

The Education Authority has posted letters to those parents who had applied via a paper application to notify them of the outcome of their child's application. If you provided an email address on your application form you will have received an email from postprimaryadmissions@eani.org.uk on Saturday 12 June 2021 informing you of the outcome of your application. Please check your junk mail/spam folders if you cannot find the email.

Late Applications

If your child's application was submitted after the closing date of Thursday 16 March 2021, you may not receive notification of the outcome, unless in exceptional circumstances it has been processed. (Additionally, applications received after 12 April 2021 will be processed after the close of the admissions procedure and you will be notified if there a place is available.)

These applications will now be submitted to the first preference school for consideration and if necessary, any subsequent preferences listed. If the first preference school is unable to offer your child a place, the application will be forwarded to your second preference school and so on.

Please note, there is no right of appeal to an Independent Admissions Appeal Tribunal against the decision of the Board of Governors not to offer your child a place if your application was late and when considered the school(s) had filled all places.

Questions and Answers

The EA Post-Primary Application Portal

1 What if I cannot remember my log in details?

All registered users were issued an email during the week prior to the notification date to enable them to reset passwords, if required. This should assist users with more than one email account by reminding them which email address they registered with initially.

If you have forgotten your password, please click “Forgot password” and accurately enter the email address you registered with on the system. You will then be sent an email with a link which you will need to click on in order to complete the password reset process. Please check your junk mail/spam folders if you cannot find the email.

If you are still unable to log on to the online portal, you can contact the Admissions Helpdesk between 9am and 5pm by telephone to 028 9598 5595 or email postprimaryadmissions@eani.org.uk to find out the outcome of your child’s application. Staff will only be able to provide information to the person who had completed the application.

2 Why can’t I view my child’s application when logged in to the online portal?

Once logged in, you will immediately access the notification page, rather than having to click on multiple links. As a result, you will not be able to view your child’s application for a short period after 12 June. This is intentional to encourage the traffic on the Post-Primary Application to turnaround more quickly on the site, thereby enabling more parents to view outcomes throughout the notification day and the days ahead. Education Authority staff will monitor the position and once satisfied that traffic has reduced to a manageable level will re-establish the view of applications.

What do I need to do now?

Information on what action, if any, you need to take depends on the outcome of your application. FAQs are detailed below to assist and signpost you in different scenarios, including information on what you may need to do now as well as information if you have not applied previously for a post-primary school place.

3 What do I need to do if my child has been offered a place in the post-primary school which I listed as first preference?

You should be aware that for a small number of schools the offer of a place may be conditional on you, as a parent/guardian, providing them with verifying information in line with the published admissions criteria. Should a post-primary school require verification documents they will contact you directly.

As applicable, the school will advise you about any induction arrangements, uniform policy, etc.

4 Do I need to confirm acceptance of a place offered?

The Education Authority understands that confirmation of acceptance of a place is not usually requested by post-primary schools. Should a school require confirmation of acceptance they will contact you directly with instructions on how to respond.

Please note, that parents cannot indicate acceptance or refusal of a place offered via the online portal. Due to the volume of correspondence expected by the Admissions Helpdesk, the Education Authority will not be able to forward any emails which it receives in error from parents which were intended for schools.

5 What do I need to do if I want to decline the offer of a place?

If you are declining the offer of a place, you should email the school and send a copy of your email to the Education Authority via postprimaryadmissions@eani.org.uk providing your reasons for refusing the offer. Contact details for all schools can be found on the Education Authority website here: <https://www.eani.org.uk/search-schools>

Please refer to question 10 of the FAQs if you require guidance where you had received an offer from one school but now wish to apply to another school.

6 Why has my child been offered a place in a post-primary school which was not my first preference?

If schools are oversubscribed, they must apply admissions criteria in order to admit children up to the admissions number. You may wish to contact the school which has not selected your child 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 school(s) in not selecting your child. Information on how to appeal is accessible [here](#).

7 Do I have to accept the 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). You should be aware that for a small number of schools the offer of a place may be conditional on you, as a parent/guardian, providing them with verifying information in line with their published admissions criteria. Any school requiring verifying information will contact you when they are able to do so. The school will advise you about any induction arrangements, uniform policy, etc. when they are able to so.

8 Why has my child not been offered a place in any post-primary school?

We understand that it can be very distressing for you and your child if they have not yet been offered a place for September.

When schools are oversubscribed, they must apply admissions criteria set by the Board of Governors in order to admit children up to the permitted admissions number. You may wish to contact the post-primary school(s) which have made the difficult decision not to offer a place to your child to discuss the reason why he/she was not offered a place.

You can contact the dedicated Post-Primary Admissions Helpdesk for further support and information by telephone 028 9041 8053 or email postprimaryadmissions@eani.org.uk. The Education Authority has also requested the assistance of primary schools in continuing to offer pastoral support and guidance to P7 pupils and their families.

9 What should I do next if my child has not been offered a post-primary place?

If you have received a letter or email from the Education Authority advising that your child has not yet been offered a post-primary school place for the 2021/2022 school year you should:

- Review the list of post-primary schools which may have places available at the close of the admissions procedure. This document is published on the Education Authority's website at <https://www.eani.org.uk/parents/admissions/placement-notification>. There may be schools on the list that you had not previously considered.
- Identify those schools that you wish to consider your child's application. Study the school's admission criteria, which can be accessed <https://www.eani.org.uk/search-schools>
- Complete the web-based form "[Further Preference Nomination Form](#)" This link was also provided in the email or letter issued to you by the Education Authority on Saturday 12 June 2021. The completed form should be submitted as soon as possible.
- It is important to act promptly as there may be limited places available in some schools and these places may be filled on a first come first served basis.
- If a school you list on your further preference form becomes oversubscribed and is unable to offer your child a place, the form will be forwarded to the next school preference listed, as necessary. The school which is able to offer your child a place will write to you as soon as a decision is made.
- There is provision for an appeal against the decision of the Board of Governors of a school(s) in not selecting your child. Information on how to appeal is accessible [here](#). Please note that submitting further preferences does not impact on your appeal.
- For post-primary schools only, you can also apply to the Exceptional Circumstances Body (ECB) if you think your child should go to a specific post-primary school because of exceptional circumstances. You can use either or both processes to appeal a decision about a post-primary school place.

Further information is available at <https://www.nidirect.gov.uk/articles/appealing-school-place-decision> or contact the Secretariat by telephone on 028 91 27 9871, or by emailing ecbsecretariat@education-ni.gov.uk

10 What if I want to change my child's preference to another school?

Firstly, you will need to review the list of post-primary schools which may have places available at the close of the admissions procedure to ensure that the school you are considering has places available. This document is published on Education Authority's website at <https://www.eani.org.uk/parents/admissions/placement-notification>

In the event that the school has places available:

- You should complete the Application Form '[Request for a Change of Preference to an undersubscribed school](#)'. Please note that the position in some schools may change between the time the above list was prepared, and when your child's application is considered. Making an application does not guarantee a place as some schools may have a limited number of places available and vacant places are likely to fill quickly.
- The Education Authority will process your request as soon as possible and your child's application will be forwarded for consideration to your new preferred school.
- You will be advised of the outcome of your application in writing, usually via email, when a decision has been made by the school.
- You will need to confirm your acceptance of a place offered promptly on receipt of the offer.
- Once you have confirmed that you are accepting the offer, the school that had originally offered your child place will be advised that your child's application has been withdrawn.

In the event that the school does not have places available:

- Due to the potentially large volume of appeals which may be required to be arranged during the summer the Education Authority will not undertake to process applications to oversubscribed schools i.e. schools that have already filled all available places.
- Should you wish to make an application you can contact the school directly in writing to request that your child's name is placed on a waiting list for consideration, in the event that a place becomes available. Please note that some schools **do not** operate a waiting list. There is no right to appeal the decision of a school which has already filled its places.

11 What if I had not previously applied for a post-primary place and now wish to do so?

If you have not previously applied for a post-primary school place you should:

- Review the list of post-primary schools which may have places available at the close of the admissions procedure, this document is published on the Education Authority's website at <https://www.eani.org.uk/parents/admissions/placement-notification>
- 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>
- Complete the web-form "[New Post-Primary Application Form](#)" **NB you must only complete this form if you have not previously applied for a place.**
- The Education Authority will send your Application Form to your preferred school for consideration.

- Please note that you can only apply to schools which may have places available using this form. The position in some schools may have changed between the time the above list was prepared and when your child's application is considered. Making an application does not guarantee a place as some schools may have a small number of places available and vacant places are likely to fill quickly.
- Please note that the Education Authority will not undertake to process applications to oversubscribed schools i.e. schools that have already filled all available places. Should you wish to make application to a school which does not currently have any places available you can contact the school directly in writing to request that your child's name is placed on a waiting list for consideration, in the event that a place becomes available. Some schools **do not** operate a waiting list. There is no right to appeal the decision of a school which has already filled its places.

12 How do I apply for a place in an Independent School for my child?

For information on applying to independent schools please contact the school directly. If you accept a place in an independent school you should formally notify the withdrawal of your application from other schools. You should also notify the Education Authority's Post Primary Admissions Office via email to postprimaryadmissions@eani.org.uk

13 How do I apply for Home to School Transport?

For those parents that wish to apply for home to school transport assistance the Education Authority has an online application process which will be available from Tuesday 15th June at 12 noon.

Further information on eligibility for transport assistance and how to apply online can be found on the Education Authority website at [here](#)

Contact Us

14 How can I contact the Admissions Office for further assistance?

Admissions Helpdesk: Telephone 028 9598 5595

E-mail: postprimaryadmissions@eani.org.uk