

## FAQs for Parents applying for a Post-Primary Year 8 place

### Where can I access the Post-Primary Application?

You can access the Post-Primary Application on the Education Authority's website at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) from 12 noon on Monday 1 March until 4pm on Tuesday 16 March 2021.

### What EA guidance is available for parents applying for a Post-Primary place online?

- Admissions criteria for Post-Primary Schools accessible on the EA website at [www.eani.org.uk](http://www.eani.org.uk)
- EA website guidance on Applying for a School Place
- Post-Primary Admissions Guide
- P7 leaflet 'Applying for a Post-Primary School Place – Key Information' (and translated versions)
- Post-Primary Admissions video (subtitled in 6 languages)
- 'How to' screen-by-screen captioned videos of the Post-Primary Application for both Desktop and Mobile view.
- Admissions FAQ's
- Availability of the Recite Me tool on the Post-Primary Application and on the EA website [www.eani.org.uk](http://www.eani.org.uk) to translate information and provide audio transcripts of criteria and guidance materials in a range of languages.
- EA Admissions Helpdesk Monday – Thursday from 8am - 8pm and 8am to 5pm on Friday during the application window (Monday 1 March to Tuesday 16 March 2021)

### Where can I find out about schools and their admissions criteria?

Use our 'Search Schools' facility on the Education Authority website to search for schools in your area and read their [admissions criteria](#).

Due to the current Covid-19 pandemic, schools are unable to hold open days/evenings. You therefore may wish to contact schools that you are considering applying to directly, for further information. You should also check the school's website.

### Should I apply for a Post-Primary place online if my child has Special Educational Needs?

If your child is undergoing statutory assessment, you will still need to apply for a Post-Primary place. However, if your child has a 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 the online Post-Primary Application. You can contact your local EA Special Education Department for more information or the SEN Helpdesk by email [senhelp@eani.org.uk](mailto:senhelp@eani.org.uk) or by phone on 028 9598 5960.

### How can I tell if my child would be entitled to transport assistance?

You can use the [Transport Eligibility Checker](#) to help you determine if your child will be eligible for transport assistance to schools and to check bus routes.

### If I have previously applied for a Pre-School or P1 place, can I use the same log in to access the Post-Primary Application?

No, the Post-Primary Application is separate to the system used for Pre-School and P1 applications. You will need to register to set up your credentials when you access the Post-Primary Application for the first time.

### How can I get ready to complete my child's application?

Before starting to complete your child's application you should read carefully the guidance on this website on the Post-Primary admissions procedure as well as the [admissions criteria](#) for each Post-Primary School that you wish to nominate as a preference.

You will need an email address to apply. If you don't already have one you can set one up. If you need help you can contact the Admissions Helpdesk.

You can also get ready any document that you need to upload (see question 'What documents do I need to upload with my application?')

### Can I see what the online application looks like before starting my application?

Yes, [Post-Primary Application Tutorial Videos](#) which step through each of the screens on the parent user journey are available on the EA Admissions website in both desktop and mobile phone views.

### Does it matter which internet browser I use to complete the online application?

When accessing the Post-Primary Application users will need to use a browser such as Google Chrome, Safari or Microsoft Edge.

Internet Explorer, which is an older browser, cannot be used as it does not support the platform the Post-Primary Application has been designed and built on.

### What documents do I need to prepare to upload with my application?

Have your child's birth certificate ready to upload. All schools will require the birth certificate to verify a child's name and date of birth and so it should always be uploaded. 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 for each of the schools you have chosen e.g. proof of address. Gather all the required documents (in some cases this might only be the birth certificate) and save them somewhere you can easily access. Remember to remove personal/sensitive/private information from your documents before uploading e.g. financial details in bank statements. Do not upload documents unless they are required by the admissions criteria.

### Should I upload my child's long or short birth certificate?

Either a full (long) or short birth certificate is acceptable.

### What if I don't have my child's birth certificate?

If a birth certificate is not available you should consult the Post-Primary school to determine what alternatives may be acceptable e.g. a biometric card, passport, medical card etc.

### How many preferences should I list?

It is recommended that you should list at least four Post-Primary Schools choices (including at least one non-grammar school) in the order of your preference, as there is no guarantee your child will be accepted into the first preference. You can list up to twelve preferences on the online Post-Primary Application. If you wish to list more than twelve preferences you should email the additional preferences and reasons for preference to the Education Authority at [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk), clearly stating your child's details.

You should be aware that after placements are notified on Saturday 19 June 2021 many schools will have allocated all their available places. Therefore, it is important that you give very careful consideration to your school choices and the stated order of priority and ensure that all relevant information is provided with your application by 4pm on Tuesday 16 March 2021.

### What information should I give in the text box on the 'Your School Choices' section of the application?

You need to outline how your child meets the school's admissions criteria. The information you type in this box will only be seen by the school named above the box. Therefore, if there are reasons relating to admissions criteria which are also relevant to your other school preferences you will need to indicate these again in the application when you list those school preferences.

It is extremely important that you provide all relevant details on your application as this information will be used by individual schools to determine which children will be selected for admission.

If you have already typed up your reasons as per the published admissions criteria, you can copy and paste them into this textbox. You may also upload a document(s) with this information later in the application if you need to. Any documents uploaded will be visible to any school that considers your child's application.

### Is there a limit to how much text I can enter in the 'Reasons for Preference' box on the application?

There is a 3000 character limit on the text box at each preference in which parents can describe how their child meets the admissions criteria. Any additional information may be uploaded, if desired, as a separate document at the end of the application, prior to submission.

### Should I tick the Eldest Child/Eldest Boy/Eldest Girl tick box on the application?

If your child is the eldest or only child of the family (and/or the eldest boy or the eldest girl of the family as may be relevant to criteria for single-sex schools) you should tick the relevant boxes on the Post-Primary Application. You should check if there is any particular definition of eldest child in the admissions criteria of all the schools you are applying to and, if appropriate, include any information which may be relevant to your child's circumstances in the text box for each individual school preference as well as ticking the relevant boxes when making your application.

#### [Can I indicate that my child is registered as entitled to free school meals on the application?](#)

Children entitled to free school meals (FSME) may be prioritised for admission to some schools. You should tick the box on the application if your child is currently registered with the EA as being entitled to free school meals. If your child becomes registered with the EA as being FSME after the closing date when your application has been submitted, you must inform the Admissions Office, preferably by email, to [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk) before 4pm on 12 April 2021.

#### [How can I indicate my child's community background when applying for a place in an Integrated Post-Primary school?](#)

If you list an Integrated Post-Primary school as a preference on your online application you will be presented with an additional question at the end of the application, prior to submission. You will be able to select your child's community background from the options Protestant, Catholic or Other/None. You may also provide any additional information relating to an individual school's admissions criteria in the 'Reasons for Preference' text box for each school listed e.g. if you are in a mixed religion marriage.

The details that you provide will only be disclosed to an Integrated Post-Primary School at the point when your child's application is required to be considered by that school (and will not be shared with any other school listed).

It is important that you provide the detail requested so that Integrated Schools can apply their balance to the different categories.

#### [Can I indicate that my child was registered with AQE or PPTC/GL on the application?](#)

Yes, if a grammar school which has this as part of their admissions criteria is listed as a preference then an additional tick box question will be presented and then you will be able to provide your child's Candidate number or Pupil Number, as appropriate. Admissions criteria will indicate if proof of registration should also be uploaded.

#### [What are Special Circumstances and Special Provisions?](#)

You can read in the admissions criteria of your preferred schools the particular definition of these terms as they may differ from school to school.

#### [How do I make a claim for consideration for Special Circumstances / Special Provisions on the online application?](#)

If you list as a preference any school that considers claims for Special Circumstances and/or Special Provisions within the admissions criteria, you will be presented with a Yes/No question on your child's

application. If, on reading the admissions criteria for individual schools, you consider that Special Circumstances or Special Provision may apply to your child then you need to indicate this on your application and you must upload all relevant documentation to support your claim, as required by the individual school's admissions criteria. It is important that if you require clarification about what something in the criteria means you should contact the Post-Primary School directly for advice and ensure you provide all relevant evidence as schools will only consider the information which you supply at the time of application.

#### [Do I have to upload documents to verify my child's application e.g. address, status as eldest child etc?](#)

Some schools ask for additional documentation. This documentation may be requested at the time of application, during the process or at the notification of placement. You should follow the requirements of individual schools and ensure you provide your documents within the required deadlines. The admissions criteria will indicate if verifying documents are being requested at the time of application. If so you will need to upload the information for all preference(s) listed. However, do not upload documents unless they are required by the admissions criteria.

If you do not supply documents that are required this could lead to the withdrawal of a place or the inability of a school to offer a place to your child. If a school has asked for verifying documents which you do not have, you should contact the school directly to ascertain what they will accept as an alternative.

#### [Can I attach multiple documents under each Document Type e.g. proof of address?](#)

Yes, multiple documents may be uploaded under each category of document type.

#### [What file types are supported in the Documents Upload section of the application?](#)

Supported file types are pdf, jpeg, img, doc, docx, png, txt, rtf, odt, ppt, pptx, odp, xls, xlsx, ods

#### [Why will the system not allow me to upload a document?](#)

**Unable to select a saved document** – Check that the document is saved on your device correctly. Check that the document has a suitable extension (Supported file types are pdf, jpeg, img, doc, docx, png, txt, rtf, odt, ppt, pptx, odp, xls, xlsx, ods). If the problem persists, contact the Admissions Helpdesk.

**Document fails to upload** – Check that the document has the correct extension and try saving as a document with the appropriate extension. If using a device with the ability to take a photo, try taking a photo of the paper document and submitting this. If the problem persists, contact the Admissions Helpdesk.

#### [What should I do if I have uploaded an incorrect document?](#)

If you are at the Documents Upload section of the application, then simply click on the X beside the document you wish to delete. Confirm deletion, and then select, and upload the correct document.

If you are at the Application Summary, scroll to Supporting Documents section and click 'Edit' to open the Documents Upload section of the application. Once in the Documents Upload section, then click X at the document you wish to delete. Confirm deletion, then select, and upload the correct document.

If you have already completed and submitted your application and have logged out of the system, then you will need to log in again. Once in the My Applications screen click on View Application, which will take you to the Application Summary screen. Once in the Application Summary, scroll down to the Supporting Documents section and click on 'Edit' to open the Documents Upload section of the application. Once in the Documents Upload section, then click on the X beside the document you wish to delete. Confirm deletion, then select, and upload the correct document.

#### [What happens if I leave my application before completing it?](#)

Your application is automatically saved as you go along. This means that you if you leave your application at any stage the information you have input will be saved, up to the point at which you had last clicked 'save' or 'continue'. When you return to complete the application, after logging in, click 'Resume Application' and you will return to the page where you had left. You must complete your and submit application before **4pm on Tuesday 16 March 2021** in order for your application to be processed. The online portal will close at this date and time, therefore, after this you will not be able to submit your online application.

#### [What happens after I have previewed and submitted my child's application?](#)

Once you have submitted your application you will receive an email confirmation from the Education Authority. If you do not receive the email, please check your Junk or Spam accounts. You can log on to the Post-Primary Application Portal on Saturday 19 June 2021 with the username and password used when making their application to find out the outcome. Post-Primary Schools may also choose to notify parents by post.

#### [Can I make changes to my child's application after submission?](#)

If you need to make changes to your child's application after you have submitted it you can log in and click 'View Application'. You can make changes to your child's details, school choices, reasons and/or documents uploaded as necessary. Your changes will be automatically saved when you click Save or Continue. Preview your child's application and ensure you are satisfied with the content before logging out.

#### [Can I make a duplicate application?](#)

You can only make one application for your child. Otherwise, you will have made a false declaration. In the event that parents are discovered to have lodged more than one application for a child, then the first application lodged will normally be treated as the formal expression of parental preference and all other applications will not be considered.

You should not create your child's details more than once in the My Applications section. An on-screen prompt will alert you if you attempt to create the same child name more than once. If you have made an error and/or need to amend your child's details simply click 'Edit Child Details' and make the changes as necessary.

#### [How are admissions decisions made and by whom?](#)

The Department of Education is responsible for determining the number of pupils each school can admit,  
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this is known as the school's admissions number. If a school's admissions number is greater than the number of applications which it receives; all applicants will be offered places.

In the event of the number of applications being greater than a school's admissions number the Board of Governors will apply the school's published admissions criteria to all applicants to determine which children will be offered places up to the school's admission number. Responsibility for drawing up and applying a school's admissions criteria rests with the Board of Governors.

If your child's application is not selected by your first preference school it will then be considered by your second preference school. The process will be repeated until a place has been allocated or all preferences that you have listed have been exhausted. Places will be allocated to those who best meet the admission criteria.

#### What address should I use if I am planning to move house?

The address you use on your child's application must be the home address at which they are currently resident. It cannot be that of a childminder or grandparent's home or any other address which is not their normal residence.

If you are planning to move house before the beginning of the school year you should indicate this on your application for each school you are applying to, giving as much information as possible about the planned date of moving and address, if known.

If you move house during the admissions process you must inform the Education Authority (EA) in writing, preferably by email to [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk), providing your child's name and date of birth, indicating the new address and when your child's address changed. The EA will ensure the schools to which you have applied are notified to ensure any correspondence issued can be properly addressed. Please note it will be for the school(s) to determine the address to be used when applying the admissions criteria, if your child's address is relevant to the criteria. You may also be asked for documentation to verify your move.

#### Can I apply for a place for my child if I am living outside Northern Ireland?

Yes, you can make an application via the Post-Primary Application. Please note that schools are required to give priority to children residing in Northern Ireland at the time of their proposed admission.

#### Can I apply for a place for my child now if I am living outside Northern Ireland and planning to relocate there, before September 2021?

You can still make an application for a Post-Primary place. However, priority is given to children residing in Northern Ireland at the time of their proposed admission. When completing the application, you must use your child's current address as at the time of making application. Boards of Governors can only use a new address once your child is residing at the new address. You should notify the Education Authority in writing, preferably via email to [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk), when you have moved and you may need to provide verification of your move.



### What if parents/or those with parental responsibility for a child disagree on which schools to apply to/priority order for preferences?

In cases where parents or those with parental responsibility cannot agree on the school preferences, order of school preferences or even the home address for their child's application they should endeavour to do so as soon as possible. An application needs to be made by the closing date of 4pm on 16 March 2021 so that the child is not placed at a disadvantage when schools are considering applications. If mutual agreement is not possible, ultimately you may need to obtain a Specific Issues Order from the court. If you require further advice, you should contact the Education Authority's Post-Primary Admissions Officer, via the Admissions Helpdesk.

### Who has parental responsibility for a child?

- Every mother automatically has parental responsibility for her child, as does every father who is married to the mother at the time of the birth.
- A father of a child acquires parental responsibility if his name has been put on the child's birth certificate (applies to children born after 15 April 2002).
- Both parents can enter a parental responsibility agreement.
- The Court can make a Parental Responsibility Order in favour of the father.
- Parental responsibility may also be acquired under the provisions of the Human Fertilisation and Embryology Act 2008.
- Step-parents may acquire Parental Responsibility by way of Court Order.
- If the court makes an order for the child to reside with someone who does not already hold parental responsibility, that person will obtain parental responsibility by virtue of that order as long as the residence order remains in force.
- Social Services acquire Parental Responsibility on the issuing of a Care Order or Interim Care Order. Where a child is made subject to a Care Order, the Local Authority/Trust is given Parental Responsibility and will share it with current Parental Responsibility holders, for example, the child's parents. However the Trust can exercise Parental Responsibility above that of the current Parental Responsibility holders insofar as necessary to safeguard the welfare of a child.
- An adoptive parent when an adoption order is made.
- An individual can acquire Parental Responsibility on the foot of an appointment as a guardian by the court in certain circumstances such as the death of a parent.
- There are situations where a parent can lose Parental Responsibility by way of court order, for example where step-parents hold an order for Parental Responsibility for a child who is subsequently adopted.

### How and when will I find out the outcome of my child's application?

You can log in to the online application to view the outcome of their child's application on Saturday 19 June 2021. For anyone who needs to apply using a paper form a letter will be issued via post. Post-Primary Schools may also write to parents to advise a place is being offered and provide a welcome pack.

### Where can I get help?

Parents can contact the Admissions Helpdesk Monday to Friday 9am – 5pm  
Telephone 028 9598 5595



or Email [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)

An extended Helpdesk will run during the application window (1 March 2021 to 16 March 2021)

Monday to Thursday: 8am - 8pm and Friday: 8am to 5pm