

Notes of Guidance and Application Form for Admission to Primary Education in September 2016

Education Authority

Transfer and Open Enrolment
Updated: November 2015



Notes of Guidance for Parents and Guardians on Admission to Primary School in September 2016



Children born between 2 July 2011 and 1 July 2012 (inclusive) must commence primary education in September 2016

NB: This form is **not** to be used for application to a Preparatory Department of a Grammar School or an Independent School. It can be used for an application for a Reception place in a primary school.

Questions and Answers

How do I apply for a primary school place? Fill in the application form attached to these notes of guidance. You should complete only **ONE** application form and on it list **ALL** the schools where you would be willing to accept a place. Even if your child's name is already on a waiting list for admission you must still submit an application form.

In Section A of the application form you are asked to give information about the child whom you wish to have enrolled. You must use the names recorded on the child's birth certificate. The child's home address should be the child's normal place of residence and not that of a child minder, another relative or a business address. It is important to include house number, road/street name and postcode. If you change address after completing the application you must inform the Education Authority (EA) of your new address in writing.

In order to complete Section B of the form you should carefully examine the admissions criteria of the schools in your area and clearly demonstrate on your form how you meet the admissions criteria for each school that you list. It is vitally important that you give the school all the information as to how your child meets a particular criterion. If you do not put down the information then the school cannot give your child consideration under this criterion. There is no upper limit to the number of preferences you can list but you are strongly advised to list **more than one preference** as there is no guarantee that you will be successful in obtaining a place at your first preference school. You will **NOT BE** asked for further preferences during the process therefore it is very important that you list all schools where you would accept a place or you risk your child being unplaced.

Read the declarations, sign and date the form in Section C. **NB:** If a parent gives false or misleading information (e.g. date of birth, home address) and because of this the child obtains a place, the place will be withdrawn.

Where do I return the form to? Take the completed form and your child's Birth Certificate to your **FIRST** preference school no later than 12.00 noon on Wednesday 13 January 2016. Please read the admissions criteria of the school to see if any other documentation is to be submitted with the application.

Where can I find information on primary schools? Admissions criteria for each school can be found on the EA website at (www.eani.org.uk/admissions). Here you will find a Schools' Directory which you can search to identify all the schools in your region. You can view, download or print the admissions criteria of the schools you are interested in. A reference booklet containing criteria for primary schools in your area is available in each primary school and in public libraries. Local schools will give you a copy of their own criteria on request.

How does the admissions procedure operate? The Department of Education determines the number of pupils which each school may admit, known as the school's admissions number. If there are more places available than there are applications, then the school will accept all these applications.

If there are more applications than places available, then the school must select children for admission by applying its criteria. The application forms of those children not selected will be forwarded to the EA for onward transmission to the next school named on the application form. This procedure continues until:-

- The child is selected by a school named on the form;
- All preferences named have not selected the child;
- The time allowed has elapsed.

Information on the Procedure for Admission to Primary School is available on the EA website at www.eani.org.uk/admissions

Can I change my preference? Apart from those necessitated by exceptional circumstances, no changes of preference will be processed if received after 12 noon on Wednesday 13 January 2016. If you wish to change your preference, for any reason other than in exceptional circumstances, you must withdraw the original application and submit a new application. If this occurs after 12 noon on Wednesday 13 January 2016 your new application will be treated as a Late application. If you wish to change your preference because of exceptional circumstances, you must submit a request for a change of preference for approval by the EA eg change of address which necessitates a change of preference along with verification of the exceptional circumstances. If approved, the EA will amend the original application form and send it to the new first preference school. If the original form was received on time by the original first preference school, it will be

regarded by the new first preference school as a punctual, first preference application. The final date by which the EA will process any changes necessitated by exceptional circumstances is Wednesday 6 April 2016 at 4.00 pm. This is also the final date by which the EA will process any additional information or new applications.

Parents/guardians should be aware that after Wednesday 27 April 2016 a number of schools will have allocated all their places and can only give consideration to a change of preference in the event that a place becomes available.

When would my application be considered late? If your application is received after 12 noon on Wednesday 13 January 2016 your application will be treated as late and will not be considered until all punctual applications have been dealt with and vacancies still remain. The EA does not have the discretion to treat an application received after Wednesday 13 January 2016 as punctual.

Can I submit more than one application? **NO.** If you submit more than one application form you will have made a false declaration. In the event that parents are discovered to have lodged more than one application form, then the first application lodged will normally be treated as the formal expression of parental preference and all other application forms will not be processed.

When will I be notified of the outcome of my application? Letters will be issued on Wednesday 27 April 2016 by the primary school your child has been placed in. In the event that your child is not offered a place by this time, the EA will advise you of those schools in which places are still available and ask you to nominate in which of these schools you would wish to enrol your child. Primary schools are not permitted to advise parents/guardians of the outcome of applications before Wednesday 27 April 2016.

Can I appeal against a decision not to admit my child? If your child has not been accepted by a school of your preference you may appeal the decision of the Board of Governors. Independent tribunals will be established in each region to consider appeals. These tribunals will decide on whether or not a school has correctly applied its admissions criteria but will not be able to question the validity of the admissions criteria. You will be advised of your right to appeal against Boards of Governors' decisions at the time of notification of school placement.

What are the rules on eligibility for transport assistance? Please note that the rules governing eligibility for transport assistance may alter during your child's time at any particular school and this should be taken into consideration when choosing schools to list as preferences on the application form.

The EA has a statutory responsibility for the provision of a transport service to assist the attendance of pupils, who have attained compulsory school age who are enrolled at grant-aided schools.

The EA's present policy on the provision of transport assistance is set out below.

A pupil whose permanent home address is located over 2 miles from the nearest suitable primary school, (measured by the nearest available route) is entitled to transport assistance. A 'suitable school' is defined as: **Maintained, Controlled, Integrated or Irish Medium.**

The provision of transport assistance for children commencing primary education is restricted to pupils who have been unable to find places in a suitable school, if any, within the qualifying distance (2 miles) of their permanent home address. Where there is no 'suitable school' within the qualifying distance (2 miles) of the child's home, transport assistance will be provided to the school enrolled providing that a suitable EA or public transport service to or in the vicinity of the school is already available. The EA is not obliged to introduce a service where none currently exists, to extend a service nor to provide transport assistance where either the service is deemed unsuitable or the cost of doing so could result in unreasonable public expenditure.

Parents are reminded that a formal application must be made to all/any nearer suitable schools within the qualifying distance (2 miles) before a preference is expressed for a more distant school. Moreover applicants are required to show that they were unsuccessful in gaining admission in all the nearest school(s) within the qualifying distance (2 miles) in order to qualify for assistance - this means written application and evidence of refusal. The EA is not required to provide 'door to door' transport.

It is parents' responsibility, when seeking admission to a school to satisfy themselves that a suitable transport service is available. Gaining admission to a school does not automatically commit the EA to provide transport. Information on Transport Assistance can be found on the EA's website at www.eani.org.uk

Where can I find out about School Meals, Milk and Clothing? Information on School Meals, Milk and Clothing, and Education Catering in Primary schools can be found on the Education Support website at www.education-support.org.uk/parents/meals-and-uniforms/

These notes are not intended to be a substitute for the Procedure for Admission to Primary School which is available at www.eani.org.uk/admissions

APPLICATION FOR ADMISSION TO A CONTROLLED, MAINTAINED OR INTEGRATED PRIMARY SCHOOL IN THE 2016/17 SCHOOL YEAR

Before completing this form please read the attached Notes of Guidance and the Procedure for Admissions to Primary School available on the Education Authority website at www.eani.org.uk/admissions

ONLY ONE APPLICATION FORM TO BE SUBMITTED IN RESPECT OF YOUR CHILD. PLEASE COMPLETE IN BLACK INK

SECTION A – THE CHILD

Surname* _____ Forename(s)* _____
(*as recorded on birth certificate)

Date of Birth _____ (BIRTH CERTIFICATE SHOULD BE ATTACHED TO THIS FORM)

Name(s) of Parent(s) or Guardian(s) Dr/Mr/Mrs/Miss/Ms _____

Child's Home Address _____

| FOR SCHOOL USE | | | |
|--|--------------------------|---------------------------|--------------------------|
| Form received by 1st preference Primary School | | | |
| Date | Time | Initials | |
| | | | |
| Birth Certificate checked & attached | | | <input type="checkbox"/> |
| Compulsory School Age | <input type="checkbox"/> | Non-Compulsory School Age | <input type="checkbox"/> |

Boy ☐ Girl ☐

Postcode _____

Parent(s)/Guardian(s) Tel no: - Home _____ Mobile _____ Work _____

Please state name of pre-school or reception class in primary school attended if applicable: _____

SECTION B – PREFERRED SCHOOLS AND REASONS FOR PREFERENCE*

Before nominating preferences you should read the admissions criteria of the schools you are considering. Please list below, in order of preference, at least **FOUR** primary schools which you would wish your child to be considered for admission. Please give any other information relevant to your child's admission in relation to the Admissions Criteria of the schools listed.

*NB Reasons for preference relate to published Admissions Criteria
(continue on a separate sheet if necessary).

Preferred Schools

1st _____

Reasons for preference _____

2nd _____

Reasons for preference _____

3rd _____

Reasons for preference _____

4th _____

Reasons for preference _____

5th _____

Reasons for preference _____

6th _____

Reasons for preference _____

Are there
brothers/sisters
currently
attending?
PLEASE TICK

YES ☐

YES ☐

YES ☐

YES ☐

YES ☐

YES ☐

FOR EA USE

| Selected | Not Selected |
|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> |

Is the child the eldest child of the family/only child? YES ☐

PLEASE READ THE ADMISSIONS CRITERIA FOR ALL SCHOOLS NAMED OVERLEAF AND LIST THE DOCUMENTS, IF ANY, WHICH YOU ARE ATTACHING TO THIS FORM.

Please tick if your child is being assessed for Special Educational Needs? ☐

If you have further preferences please continue on a separate sheet and put the name of your child at the top. Please tick if further preferences are attached. ☐

SECTION C – DECLARATION (to be signed by parent/guardian)

I hereby certify that:

- (a) This is the **ONLY** application submitted for primary education in respect of the child named overleaf (excluding Independent/Preparatory Schools).
In the event that parents/guardians are discovered to have lodged more than one application form, then the first application lodged will normally be treated as the formal expression of parental preference and all other application forms will not be considered.
- (b) I have read the published Admissions Criteria of the school(s) nominated above.
- (c) The address which I have given is the child's home address and **NOT** the address of a child minder/another relative or a business address.
- (d) I understand that it is my responsibility to provide all relevant information on or attached to this application form.
- (e) The details I have given on this form are correct. I am aware that if a place is awarded on the basis of false or misleading information it will be withdrawn.

SIGNED _____ **Parent/Guardian** **DATE** _____

**THIS FORM MUST BE RECEIVED BY THE FIRST PREFERENCE PRIMARY SCHOOL LISTED OVERLEAF NO LATER THAN
12 NOON ON WEDNESDAY 13 JANUARY 2016**

Contact details for the Regional Offices of the Education Authority –

| | | |
|---|---|--|
| Education Authority Belfast Region 40 Academy Street, Belfast, BT1 2NQ Tel: 028 9056 4080 / 9056 4085 E-mail: patricia.hughes@eani.org.uk | Education Authority North Eastern Region County Hall, 182 Galgorm Road, Ballymena, BT42 1HN Tel: 028 2566 2584 E-mail: admissions-ner@eani.org.uk | Education Authority South Eastern Region Grahamsbridge Road, Dundonald, BT16 2HS Tel: 028 9056 6377 E-mail: admissions-ser@eani.org.uk |
| Education Authority Southern Region 3 Charlemont Place, Armagh, BT61 9AX Tel: 028 3751 2526 / 028 3751 2406 E-mail: admissions-sr@eani.org.uk | Education Authority Western Region 1 Hospital Road, Omagh, BT79 0AW Tel: 028 8241 1458 E-mail: admissions-wr@eani.org.uk | |

DATA PROTECTION STATEMENT – The information on this form is required by the Education Authority for the purpose of processing your application. The information is covered by the provisions of the Data Protection Act 1998. Your signature to the form is deemed to be an authorisation by you to allow the Education Authority to process and retain the information for the purpose(s) stated.