



**APPLICATION FOR ADMISSION TO
Years 2-7 in a Primary School / Years 9-14 in a Post-Primary School**
(This form should not be used if your child has a Statement of Special Educational Needs)

SECTION A – YOUR CHILD

Surname* _____ Date of Birth* _____
**as recorded on birth certificate* **birth certificate should be attached to this form*

Forenames* _____ Boy Girl Eldest child in family

Name(s) of parent(s) _____

Present home address of child _____

Postcode _____

New address (if moving to a different address than above) _____

Postcode: _____

Date of change of address (if applicable): _____ Parent(s) email address _____

Parent(s) telephone number(s) home _____ mobile _____

School/College currently attending _____

If not attending a school at present give the name of the school previously attended and the date of last attendance _____

Reason for leaving/wishing to leave: _____

SECTION B – SCHOOL TO WHICH YOU ARE SEEKING ADMISSION FOR YOUR CHILD

Name of School/College _____

With effect from: As soon as possible Current year group _____

Start of next term

Start of new school year

Reason for nominating this school e.g. nearest controlled school, nearest maintained school, nearest integrated school, sibling at school etc. It is important that all relevant information is given.

SECTION C – DECLARATION (to be signed by parent)

I hereby make application for a place for my child in the above-named school and certify that:

- a) the details which I have given are correct; and
 b) the address which I have given is the child's home address.

SIGNED: _____ **Parent**** **DATE:** _____

**Parent = (The person who has legal custody of the child)

PERSONAL DATA FAIR PROCESSING NOTICE - The Education Authority (EA) collects and processes personal information in order to carry out its statutory functions and fulfil its public task duties. The information provided by you to the EA School Admissions Service is required by us to process your application. In processing your application we will share your information with schools you have nominated as preferences. At times we may also share your personal information with other public bodies such as the Department of Education and Public Health Agency where such sharing is required to carry out a statutory function and where we have a clear legal basis for doing so.

In handling your personal data the EA will comply with the **General Data Protection Regulation (GDPR)** and Data Protection Act 2018. Further information on how the EA handles your information as well as details on how to contact us if you have any questions, is contained in our Privacy Notices on the EA website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices>.

EDUCATION AUTHORITY FOR NORTHERN IRELAND
APPLICATION FOR ADMISSION TO: YEARS 2-7 IN A PRIMARY SCHOOL
YEARS 9-14 IN A POST-PRIMARY SCHOOL

NOTES OF GUIDANCE ON COMPLETION OF AP1 FORM

NB: This form and a copy of your child's *birth certificate should be sent or taken to the school where you are seeking admission for your child. You can submit a form to more than one school at the same time.

Apart from a change of residence or expulsion, a pupil should not leave one school BEFORE a place is secured in another school. There are very strict rules in relation to assistance with transport. Details are available from the Transport Section of Education Authority website: www.eani.org.uk/transport

1. Any reference to "Parent" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.
2. *Birth Certificate (long or short) to confirm your child's name and date of birth is required. A medical card, biometric card, passport, adoption certificate or a letter awarding benefit to this child will also be acceptable.
3. Parents are advised to:
 - i. read the school's admissions criteria carefully (copies are available from each school); and
 - ii. ensure that all information relevant to the school to which they are applying is attached to the application form. If making application to a grammar school this may include school reports, public examination results or other reports in support of the application.
4. Decisions regarding the admission of pupils to a school are a matter for the Board of Governors of the school. The Principal, on behalf of the Board of Governors of the school, will inform you of its decision, normally within 11 working days after receipt of application, and if appropriate, of any complaint/appeal procedure.
5. The legislation currently in place (the Education (Northern Ireland) Order 1997) provides an opportunity for parents to state their preference or preferences as to which school(s) they wish their child(ren) to attend. Schools must conform with these preferences unless one of the following applies:
 - i. The overall enrolment number for the school would be exceeded by the admission of the child;
 - ii. The admission of the child would be prejudicial to the efficient use of resources (does not apply to admission to Year 1 or Year 8 [or Year 11 in a Senior High School]);
 - iii. For admission to Years 13/14 (Sixth Form) the pupil's achievements are not considered adequate for the courses to be followed. Often this relates to the results achieved in public examinations. There is no right of appeal for years 13/14;
 - iv. There are insufficient places available to admit all the children for whom places are sought. In this situation the school's admissions criteria will be applied to identify the children who will be admitted as they best satisfy the criteria.

In the case of (ii) if your child is not over compulsory school age* and is refused admission to a school which has places available within its enrolment number you may have a right of complaint against this decision. In the case of (iv) you may have a right of appeal to an Independent Admissions Appeal Tribunal.

Information on the right of complaint or appeal should be contained in the school's written response to the application. If this is not the case please contact the local School Admissions Office for advice within 10 working days of the date on the letter from the principal of the school which indicated the decision. Contact details are provided below.

*Compulsory school age - If your child turns 16 during the school year (between 1 September and 1 July) he/she can leave school on 30 June. If your child turns 16 between 2 July and 31 August he/she cannot leave school until 30 June the following year.

Admissions Helpdesk : 028 9598 5595

Primary Admissions



primaryadmissions@eani.org.uk

Post-Primary Admissions



postprimaryadmissions@eani.org.uk