Jonesborough Primary School
54 The Village
Jonesborough
Newry
BT35 8HR
Ph 308 48 330

**JONESBORO'PRIMARY SCHOOL**        *Principal: Mr Donal Keenan*

# Tuesday, 31 January 2023

A Thuismitheoirí / Dear Parents,

If your child is due to transfer from Primary to Post-Primary in September 2023, you will need to apply for their place <u>online</u>. As promised before Christmas I will be available for parents to meet with me to discuss this 'new' process on Friday 3<sup>rd</sup> February and/or Monday 6<sup>th</sup> February and to help you complete your application.

Parents are asked to e-mail me on <u>dkeenan374@c2kni.net</u> stating if they wish to meet with me and if they would prefer to attend on Friday or Monday. I will then send parents a time for this interview to take place if requested. Alternatively parents can simply telephone or e-mail with any questions they may have.

Parents are also of-course free to simply complete their application in their own time and do not have to contact school for advice if they are happy with the overall process.

The application process itself is actually open from tomorrow 1st February and closes 23rd February 2023 via the EA's website <u>www.eani.org.uk</u> and clicking on ' **Admissions** '.

It is important that your application is submitted by the closing date but applications are <u>not</u> considered on a first-come-first served basis.

Before you start your application, please look on the EA website to find post-primary schools in your area. Read the admissions criteria and check if your child would be eligible for transport Remember, schools must apply their admissions criteria to select pupils if they receive more applicants than they have places available.

So think about how well your child meets the criteria and make sure to clearly state all relevant information in your application, such as if your child attends a feeder primary school or has a sibling attending the post-primary school. Schools can only consider the information you provide.

Of the pupils who were not offered a place in 2022, there was 56% whose parents had listed <u>only one to three</u> schools.

# Applying for a post primary school place

## Is my child guaranteed a place at a school I have listed?

· No child can be guaranteed a place at any school.

· While there are sufficient school places for all children across Northern Ireland, over half of the schools will be oversubscribed due to parental preference for those schools.

· You need to be realistic about the chances of your child being offered a place at an oversubscribed school.

## Where can I find information on post primary schools in my area?

· Use the 'Search Schools' link on the EA website at www.eani.org.uk/search-schools by entering your address to find details of schools in your area and their admissions criteria.

· Open days/evenings, details of which are contained in the admissions criteria or on the school's website.

· School prospectuses which are available from the schools or from their websites.

## Before you start

When you **read the admissions criteria** for each school you wish to nominate - take a note of how your child meets the criteria and if any supporting documents are required e.g. proof of address. Have your documents ready to upload by scanning or taking a photo on your device.

A birth certificate *must* be uploaded for every child. If a birth certificate is not available you should consult the Post Primary school to determine what alternatives may be acceptable.

## Where can I get further information?

• The Admissions section of the EA website
  **www.eani.org.uk/admissions**
including:
- Admissions criteria for each school
- Post Primary Year 8 Admissions Guide
- Post Primary Admissions Video
- 'How to' tutorial videos
- Post Primary FAQs and Technical Support

• You may wish to seek guidance and advice from your child's primary school Principal.

• Post primary schools can provide information on their admissions criteria.

**You can contact the
Post Primary Admissions Office**

**Telephone
028 9598 5595**

**Email
postprimaryadmissions@eani.org.uk**

## How will I find out if my child has been offered a school place?

You will receive a placement notification email on the morning of **Saturday 20 May 2023**. You can also log in to **EA Connect** online to view the outcome of your child's application on the same day. Post primary schools may also write to you to advise a place is being offered and provide a welcome pack.

If your child has not yet been placed the EA will write to you on the same date and you will be asked to list further preferences from a list of schools which still have places remaining.

# Completing your post primary application on

# eac⊙nnect

## Quick Guide

**EA Connect opens on Wednesday 1 February 12 noon and closes on Thursday 23 February 2023 at 4.00pm.**

Please note this is **not** on a first come first served basis and schools will allocate places after the applications closing date. EA Connect is developed through the **EdIS** programme and will be home to a number of key services delivered by EA to support schools and families.

### Visit eani.org.uk/admissions

**Please ensure you read the admissions criteria for each school you wish to consider.
Useful support guides and videos in multiple languages are available on the EA website.**

## How to apply via EA Connect

- Click on the **'Apply Now'** link on the EA website to go to EA Connect and **Register***
  *if you submitted an online Year 8 Post Primary application since 2021 you can log in using the same details as before.

- Click on the emailed link to verify your account.

- Log in and confirm the data protection statement. Please ensure you select **'Admissions'** to move forward with an application.

- Click 'Add Child' to enter your child's details and save.

- Click 'Apply Now'.

- Enter your child's current primary school.

- Enter your post primary school choices and include all information that is relevant relating to each school's criteria (we recommend that you list **at least 4 schools**, including at least 1 non-grammar school).

- Depending on the schools you have chosen, additional questions may be presented, answer questions as appropriate.

- Upload your child's birth certificate and any other supporting documents requested in the criteria of any of your school preferences.

- Check all details on the Application Summary (you can select 'edit' to change any details from here).

- Click 'Continue', confirm the Terms and Conditions and **'Submit'**.

- You will receive email confirmation that your application has been submitted.

- After submission you can log in to view or edit your child's application up until **4.00pm on Thursday 23 February 2023**

> **You have until 4pm on Thursday 23 February to make any changes and submit your Application.**

> **Don't forget to upload all supporting documents!**

**If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk for all other admission queries, please visit www.eani.org.uk/admissions**