

APPLICATION FOR ADMISSION TO Current School Year in Primary (P1-P7) or Post Primary Schools (Year 8-14)

(for P1 and Y8 entry in September for the next school year visit www.eani.org.uk/admissions)

(This form should not be used if your child has a Statement of Special Educational Needs)

SECTION A – APPLICANT DETAILS– please provide your details below

Your name: _____

Email Address: _____

Daytime Phone Number/Mobile Number: _____

Your Home Address: _____

Postcode: _____ Relationship to child: _____

Do you have Parental Responsibility for the child named below? **YES** ☐ **NO** ☐

Home Language (Where English is not first/main language): _____

SECTION B – CHILD DETAILS - please provide the details of the child you are making the application for

Surname*: _____ Date of Birth*: _____

Forenames*: _____ Sex*: Male ☐ Female ☐

*As recorded on birth certificate, birth certificate should be provided with this form ([†]see notes of guidance attached)

Known as Name(s) (If known as a different name to that shown on the birth certificate[†]): _____

Please tick all that apply:

☐ Eldest or only child in family (Refer to criteria as individual schools' definitions may differ)

☐ Eldest boy/girl in family (Applicable for single sex schools)

☐ Child is registered with the EA as being entitled to free school meals

Name(s) of parent(s)[§] (If different from Applicant Details): _____

Present home address of child (If different from above): _____

Postcode: _____

New address (If moving to a different address than above): _____

Postcode: _____

Date of change of address (If applicable): _____

School currently attending**: _____

** If not currently attending a school give the name of the school previously attended and date of last attendance

Reason for leaving/wishing to leave: _____

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

Use our [Find a School](#) | [EANI](#) tool to search for schools by name or locality.

Name of School (in full): _____

With effect from: As soon as possible ☐ Start of next term ☐ Start of new school year ☐

Current year group: _____

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. More pages can be attached if required.

SECTION D – 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. You have read the published admissions criteria of the school nominated above.
- b. The address which you have given is the child's home address and NOT the address of a child minder/another relative or a business address.
- c. You understand that it is your responsibility to provide all information relevant to this application including any documents required by the school.
- d. The details you have given on this application are correct. You are aware that if a place is awarded on the basis of false or misleading information it will be withdrawn.

SIGNED: _____ **Parent[§]** **DATE:** _____

DATA PROTECTION STATEMENT – The Education Authority (EA) is obliged to comply with the General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 when processing personal information.

The information provided by you will be processed by EA on the lawful basis that it forms part of EA's public task to do so (i.e. to enable EA to perform its statutory functions and tasks as a public authority in relation to the admissions process, processing your child's annual review, applying for Free School Meals and Uniform Allowance and accessing Transport Services to check eligibility/apply for transport assistance). If the information provided includes special category data (e.g. information regarding health, religion or racial or ethnic origin), EA will process such data on the basis that the processing is necessary for reasons of substantial public interest in the exercise of a function conferred by an enactment or rule of law.

For an application for admission to pre-school or school EA will share the information you have provided as necessary with the pre-schools or schools you have listed in your application. In the event of an admissions appeal against any of the schools that you have listed in your application, it may be necessary for EA to share information you have provided with an Independent Admissions Appeal Tribunal, even if your child is not the subject of the appeal e.g. where another parent is challenging a school's decision not to admit their child and the Tribunal is considering their appeal. EA will share limited information within its organisation and with other appropriate bodies (such as relevant Northern Ireland Government Departments, School Employing Authorities, Education Bodies or the Public Health Agency) where it has a lawful basis for doing so (such as for the purposes of provision of services to children and young people). EA will share anonymised preference data with the Department of Education (DE) to enable it to measure the demand for integrated education, monitor patterns of applications and admissions, sustainability and over subscription.

EA will share your personal information with third parties where required by law, or where we have another legitimate interest in doing so. Such sharing will be limited to where it has been deemed necessary.

EA has published detailed Privacy Notices on its website <https://www.eani.org.uk/about-us/privacy/ea-privacy-notices> which provide further information, including on how and why EA processes personal information, who we share personal data with and details on how to contact EA if you have any questions.

Footnotes:

† 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.

§ Any reference to "Parent" or "Parents" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.

**EDUCATION AUTHORITY FOR NORTHERN IRELAND
APPLICATION FOR ADMISSION TO
Current School Year in Primary (P1-P7) or Post Primary Schools (Year 8-12)
NOTES OF GUIDANCE ON COMPLETION OF AP1 FORM**

- 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.
- Separate application forms should be submitted to each school for each child for which you are seeking admission.

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: [home-to-school-transport](http://www.eani.org.uk/home-to-school-transport)

1. 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.
2. 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.
3. 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.

Footnotes:

[†] 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.

[§] Any reference to "Parent" or "Parents" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.

[‡] 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 Phone: 028 9047 0177

Email: primaryadmissions@eani.org.uk (P1-P7) OR postprimaryadmissions@eani.org.uk (Y8-Y12)