



11 May 2022

To: Principals of all Primary Schools (excluding Infant Schools), Independent Schools and Preparatory Departments of Grammar Schools

Dear Principal

**ADMISSIONS SEPTEMBER 2022 UPDATE No. 10
Notification of the outcome of Year 8 applications**

Update on Processing

I wish to provide you with an update on the processing of applications for children who are moving to post-primary school in September 2022.

To date 23,800 applications have been processed for Primary 7 pupils, with 23,456 selected for admission by schools, in line with parental preferences.

I would like to thank you and your staff for your support in guiding and assisting parents with their applications.

On Notification day

To improve and simplify the process of notifying parents of the outcome of their child's application, it is planned that an email will be issued to parents on the morning of Saturday, 21 May 2022. Therefore, **parents do not need to log in to the online portal on 21 May to find out where their child has been offered a place.** The Education Authority (EA) will make parents who applied online aware of this arrangement in an email issued on Monday, 16 May.

Depending on the outcome of their child's application parents will receive one of three emails:

1. Child is selected by the school of first preference; or
2. Child is selected by a school which is not the first preference; or
3. Child is not yet placed in a school.

Signposting within each email will guide parents to advice and support, where needed.

Please note that parents cannot indicate acceptance or refusal of a place offered via the online portal. The EA understands that confirmation of acceptance of a place is not usually requested by post-primary schools. If any post-primary schools do require confirmation, they will contact parents directly with instructions on how they should respond. Parents will be advised that the offer of a place may be conditional on providing the school with verifying information. Again, should a post-primary school require verification documents they will contact parents directly.

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Education Authority

Ballee Centre, Ballee Road West, Ballymena, BT42 2HS T: +44 (0)28 2566 1111 W: www.eani.org.uk

The EA will write to those parents who have applied via a paper application to notify them of the outcome of their child's application, for receipt on Saturday, 21 May 2022.

Placement lists

As has been the practice in previous years EA will supply a copy of the placement details of your Primary 7 pupils on Friday 20 May 2022 via AnyComms+. This information must not be disclosed before 9am on Saturday, 21 May 2022. Only those pupils for whom an application had been submitted will appear on the report.

We appreciate the pastoral support you provide to your pupils throughout the year and understand that this is an anxious time for your pupils and their families; we therefore seek your assistance to help support any parent/guardian, particularly in the event of their child not yet being placed in a post-primary school. I would be grateful if you could share the key messages, overleaf, with parents of your Primary 7 pupils.

AnyComms+ can be accessed in school via the desktop app and from outside school on the AnyComms+ website. Guidance on how to access AnyComms+ in school can be found on C2k Exchange | Primary MIS (SIMS) | AnyComms+ - Using the App in school for EA Admissions Documents. From outside school please refer to Information Sheet EN169 available on C2k Exchange. However, if you feel you need any further support to access this please contact C2K Helpdesk on 08706 011666.

Admissions Helpdesk

The Admissions area of the EA website will be updated on the morning of Saturday, 21 May providing details on which schools have places remaining available, how to submit further preferences if a child has not yet been offered a school place, how to lodge an appeal and how to request a change of school preference.

An Admissions Helpdesk will be operating from 9am to 12 noon on Saturday, 21 May to assist parents who require support and to answer queries that cannot be clarified via the website information.

Children not yet placed in a post-primary school

Parents whose child has not yet been offered a place will be able to submit further preferences via the online portal for consideration by post-primary schools with places available. A list of schools with places available will be accessible on the website <https://www.eani.org.uk/parents/admissions/placement-notification>

Late applications

In the event that an application had been forwarded to EA after 23 February 2022 it may not yet have been processed. Parents who have not yet submitted an application for a post-primary place can apply via a web-based form accessible from 21 May on the EA website www.eani.org.uk/admissions (NB this is not the portal which remains closed to new applications.) These applications will be keyed on to the online portal by EA staff for consideration by schools after the conclusion of the admissions procedure. Where a post-primary school has already filled all available places there will be no right of appeal for a late applicant.

Independent Admissions Appeals Tribunals

Parents have a statutory right to appeal the decision of the Board of Governors of any school which had considered and not selected their child's application to an Independent Admissions Appeal Tribunal. An appeal can only be upheld if a Tribunal finds that the admissions criteria were not applied or not correctly applied and

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that if the admissions criteria had been correctly applied the child would have been admitted to the school. The Appeal Tribunal is unable to make any judgment on the content or perceived fairness of the criteria themselves.

Through development of the post-primary portal parents who wish to appeal a school's decision will be able to log into their account and submit an appeal(s) through the online application portal. This integrated and improved service will enable parents to better follow the progress of their appeal(s) and have an overview of the status through the different stages. Parents/guardians wishing to appeal will need to submit their form **by 4pm on Tuesday, 31 May 2022**. NB It is planned that all post-primary appeals will be heard via video or telephone conference call.

Parents will be guided on the remit of the Tribunal within the portal and further detailed information on the appeals process is accessible via the EA website at <https://www.eani.org.uk/parents/admissions/admissions-appeals>

Exceptional Circumstances Body

Parents can make an application to have their case heard by the Exceptional Circumstances Body (ECB) in situations where their child has not been admitted to a specific post-primary school they consider that, for exceptional reasons, he/she must attend. Parents can access further information and the application via the NI Direct website at <https://www.nidirect.gov.uk/articles/appealing-school-place-decision> There is no deadline for applications to the ECB.

If parents wish they may appeal a school's decision to the Independent Admissions Appeal Tribunal and also apply to the ECB at the same time. It is not necessary to await the decision of an Independent Admissions Appeal Tribunal before applying to ECB.

If you have any queries regarding the content of this letter please contact digital@eani.org.uk or for queries regarding the admissions procedures please contact the Admissions Team by telephone on 028 9598 5595 or email postprimaryadmissions@eani.org.uk

Thank you again for your continued co-operation.

Yours sincerely



Carol Straghan
Digital Lead - Admissions

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Key messages for Parents on Notification Day

An email will be issued to parents on the morning of Saturday, 21 May 2022 notifying them of the outcome of their child's application.

Parents do not need to log in to the online portal on Sat 21 May to find out the outcome of their application.

Many parental queries can be answered via our detailed website information: www.eani.org.uk/admissions

From Saturday, 21 May information will be accessible on:

- Making further preferences if a child has not yet been allocated a post- primary place;
- Appealing the decision of a Board of Governors not to admit a child;
- Changing preference to an:
 - Oversubscribed School
 - Undersubscribed School;
- Making a new application where a parent has not previously applied for a post-primary place.

Contacting EA: Our Admissions Helpdesk is open from 9am to 12 noon on Saturday 21 May via

Telephone: 028 9598 5595

Email: postprimaryadmissions@eani.org.uk

Staff will be available to provide support and guidance to parents. Lines are expected to be very busy. We do understand that it can be a very distressing time for children and families when the placement news is not what has been hoped for. While we will try to assist everyone, it is important for parents to remember that decisions on admissions are made by individual schools rather than EA.

Accessing the EA Post-Primary Application

The option to log in to the online portal will be available should parents wish to view their application, its outcome, nominate further preferences or lodge an appeal.

Access via <https://admissions.eani.org.uk/postprimary> using a registered email address and password. All users will be emailed prior to the notification date so that if they need to they can reset passwords in advance.

Remember parents do not have to log in to view application outcomes as their email will give this information.