

**To Principals of all Primary Schools**

11 February 2021

Dear Principal

**Distribution of a key information leaflet to parents of P7 pupils transferring to post-primary school in September 2021**

You will be aware from the [Digital Admissions Update No 5](#) issued last week by Maxine Harris, Project Lead Digital Admissions that a number of resources are being prepared to guide parents of P7 children who will be transferring to post-primary school in September 2021.

Primary school principals have always played an invaluable role and while the application form is moving online this year, the work you continue to do to support children, parents and the Education Authority (EA) is very much appreciated. I enclose for your attention a copy of an information leaflet, '*Applying for a Post-Primary School Place*'. I would be grateful for your assistance in distributing this leaflet to the parents of your P7 pupils, with the exception of pupils with a statement of special educational needs. The layout of the leaflet is different this year as it is hoped that you will share it via electronic means. A plain text version of the leaflet is currently being translated and it will be available on the EA website early next week in the following languages: Irish, Polish, Portuguese, Lithuanian, Romanian, Arabic and Tetum.

I have set out, overleaf, some key messages that are important for parents to be aware of when applying for a post-primary place. In whatever way you are able to engage with parents, primary schools can reinforce these messages, in addition to encouraging use of the guidance on completing the online Post-Primary Application.

A 'Post Primary Application Tutorial Video – Desktop View' providing a step-by-step guide to the online application is now available and a mobile phone view will follow shortly. You can access the videos at <https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/videos-presentations> and I would ask you to advise parents that these materials are accessible on the EA website <https://www.eani.org.uk/parents/admissions/admissions-videos-and-guidance>.

If you have any queries please contact the post-primary admissions office by telephone: 028 9598 5595 or Email: [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk). Thank you for your continued assistance and support.

Yours sincerely



Carol Straghan

**Post Primary Admissions Officer**

"To inspire, support and challenge all our Children and Young People to be the best that they can be."

**Education Authority**

**Ballymena Office 2-6 Ballee Road West, Ballymena BT42 2HS T: 028 9598 5595**

**E: [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)**

**W: [www.eani.org.uk](http://www.eani.org.uk)**

## Key Messages for Principals to communicate when providing advice to parents of P7 pupils

Primary school principals play a key role in providing advice to parents of P7 pupils. In carrying out this role schools should refer to -

- DE Circular 2016/15: (Issued 21 October 2020) The Procedure for Transfer from Primary to Post-Primary Education. Annex 1- Guidance for primary principals on information and advice to parents;
- DE Guidance to Primary School Principals, Post-Primary Schools' Boards of Governors and Principals and the EA on the process of transfer from Primary to Post-Primary School from September 2016; and
- EA communications updates, guidance and videos and presentations that you can access on the EA Digital Admissions Online Resource Hub at <https://www.eani.org.uk/digitaladmissions>

It would be greatly appreciated if the following key messages could be communicated:

- The post-primary application will be accessible at [www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) and the application opening window is between 12 noon on Monday 1 March and 4pm on Tuesday 16 March 2021.
- It is the responsibility of parents to check that all relevant information is included on their child's application before submitting the form.
- Digital assistance is available via the Admissions Helpdesk 028 9598 5595 in addition to the user guides on our website and the guidance leaflet 'Applying for a Post-Primary School Place'.
- Using the Recite Me tool on the EA website, parents can translate information and access audio transcripts of admissions criteria and our guidance materials in a range of languages. Parents may watch our subtitled video in six different languages and access translated versions of the P7 leaflet.
- Parents can check if their child would be eligible for transport assistance to a particular school on the EA website.
- Parents have the right to express school preferences but no child can be guaranteed a place at any particular school. More than half of post-primary schools are oversubscribed and not all children who apply will receive a place at an oversubscribed school. To ensure the best chance of getting their child into a post-primary school of their choice, it is strongly recommended that at least four schools are listed in the order of preference and include at least one non-grammar school. Parents can list as many schools as they wish and in some areas where many of the schools are oversubscribed, it may be wise to list more than four schools. Up to 12 schools can be listed on the online application.
- It is important that parents find out the following information about the schools they are considering. This will help them to assess if their child is likely to be offered a place:-
  1. the admissions criteria sets out how the school will decide which children will be selected/not selected if the school is oversubscribed. Parents should think about how well their child meets the criteria. The admissions criteria for all schools can be found on the EA website. If parents have questions about what something in a particular school's criteria means they can contact the school for clarification.
  2. the number of applications the school received in previous years and the number of pupils who were accepted. This information is included with the school's criteria on the EA website to let parents know if the school is usually oversubscribed.

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