EdIS

Applying for your child's Post Primary school place for September 2024

LOGIN AND START YOUR APPLICATION

1. Enter your email address and password to login.

2. Read the Data Protection Statement, tick the confirmation box and select **Admissions**

Note: If your child has a statement of special educational needs, you should not apply for their place on EA Connect as there is a separate transfer process.

3. Click **+ Add Child**

4. Enter the child's details, ensuring you **use the name on the birth certificate.**

**5.** Select **Use parent address** to add your address to the child's details.

6. If the child does not live at your address enter the **postcode** and use the **Find Address** function to select the appropriate address from the dropdown list. If the address is not available in **Find Address** click

Enter address manually and enter the address.

7. Click the down arrow at **Relationship to Child** * and select from the list

8. Select **Parental Responsibility**

Parental Responsibility?
◉ Yes   ○ No

Click **ⓘ** for further information on **Who possesses Parental Responsibility**.

9. Click **Save**

Joanne Thompson
12-12-2012
Edit child ✏️
Post-Primary   2024 Intake   Apply Now

Important: Check your child's date of birth is correct as it determines the type of place(s) you can apply for. You can amend your child's details on the **My Admissions Applications** page by clicking **Edit child ✏️**

TO APPLY FOR A POST PRIMARY SCHOOL PLACE:

10. Click **Apply Now**

11. Click the box(es) on the **Eldest child** questions, if applicable to your child

Select if applicable:
☑ Eldest or only child in family (Please tick if the child is the eldest/only child of the family)
☑ Eldest boy in family (Applicable for single sex schools)

12. Click **◉ Yes** if your child is registered with EA as being entitled to free school meals

13. Click the down arrow at **Current School** and select your child's current school from

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For all other admission queries, please visit Admissions Helpdesk | Education Authority Northern Ireland (eani.org.uk)

the list. This can also be found by typing the name of the school into the search box.

Note: If applicable select '**Home schooled**' or '**School outside of NI'** from the list.

14. Click the appropriate option at the question **Do you consent to the sharing of preferences with your child's current school Principal?**

Do you consent to the sharing of preferences with your child's current school Principal?
Providing consent will enable your child's current Principal to provide advice and guidance on the preferences you make, should they wish to do so.

○ I consent

○ I do not consent

15. Click **Continue**
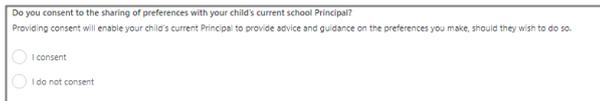
On the **Your School Choices** page indicate the schools you wish to apply to, in order of preference.

Note: If you try to complete your application with less than **4** choices, you will receive a pop up advising you to have a minimum of **4** schools selected.

16. Click **+ Add School**

17. Click the down arrow and select your preferred school.

18. This can also be found by typing/partially typing the name of the school into the search box and/or scrolling through the dropdown list. **Where schools have similar names, please ensure you have selected the correct school.**

19. Tick if a brother/sister currently attends the school and enter the name of the brother/sister

Note: If you haven't already read the Admissions Criteria or you wish to review it again, you can select **Download Admissions Criteria** to download the Admissions Criteria document for your chosen school to your device. This can be opened from your device without closing the online application.

20. In the box under **Please outline how your child meets the admissions criteria**

ensure you indicate how your child meets the admission criteria for each school. If you need to include more than 3000 characters you can attach a separate document later in your application.

21. Click **Save**

22. Click **+ Add School** and continue to add at least **3** more schools.

23. Click **Continue** when all schools have been added.

Note: It is strongly recommended to select at **least 4** schools as there is no guarantee that your child will be allocated their first preference.

If you have selected an Integrated school as a school choice, you will receive the following question:

Some of the schools you have selected require additional information. We will only share relevant information with each school / EA.

Select one option to indicate the community your child belongs to: *

○ Protestant community

○ Roman Catholic community

⦿ None / Other
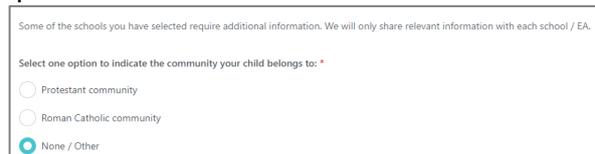
If you have selected a school which uses the SEAG Entrance Assessment Outcome as part of their Admission criteria, click the appropriate radio button:

Did your child sit the SEAG Assessment? *
⦿ Yes ○ No

If you select ⦿ Yes click the appropriate radio button at the following question:

Did your child sit papers on both assessment dates? *
⦿ Yes ○ No

Type your child's UPN (Unique Pupil Number). This is available on the SEAG Entrance Assessment Outcome.

Enter the Total Standardised Age Score from the SEAG Entrance Assessment Outcome.

Click ⌄ at Band and select the Band from the SEAG Entrance Assessment Outcome.

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Click the appropriate option at I wish to apply for Special Circumstances/Special Provisions:

I wish to apply for Special Circumstances / Special Provisions *
○ Yes ● No

24. Click **Continue**

CHANGING THE PREFERENCE ORDER OF SCHOOLS

The preference order of schools can be changed by clicking on ☰ beside the school name and dragging to the required place. You can click on a school name to edit contents or remove a school.
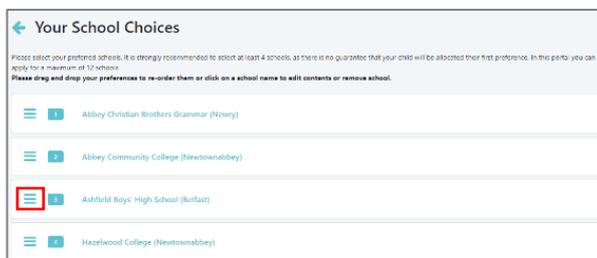
← Your School Choices

Please select your preferred schools. It is strongly recommended to select at least 4 schools, as there is no guarantee that your child will be allocated their first preference. In this portal, you can apply for a maximum of 12 schools.
Please drag and drop your preferences to re-order them or click on a school name to edit contents or remove school.

☰ 1 Abbey Christian Brothers Grammar (Newry)
☰ 2 Abbey Community College (Newtownabbey)
☰ 3 Ashfield Boys' High School (Belfast)
☰ 4 Hazelwood College (Newtownabbey)

25. Click **Yes** to confirm the change of preference.

26. Click **Continue**

A banner message will briefly appear to confirm a new preference order has been saved.

✓ New preference order saved

DOCUMENTS UPLOAD

Upload supporting documents as part of the admissions criteria. **A birth certificate is required for every child.**

27. Click **+ Add Document**

28. Select **Document Type** from the drop-down

Document Type *
Select document type
Select document type
Birth Certificate
Proof of Address
Proof of Eldest Child
Special Circumstances / Special Provisions
SEAG Entrance Assessment Outcome
Other

29. Click to select file

30. Choose a file from browser, or on a mobile, take a photo or choose one from photo gallery.

31. Click **Upload**

Note: A preview is available for images or pdf documents. This is not available with MS Office documents.

32. Click **+ Add Another Document** and add further documents as required

33. Click **Continue**

**34**. Select **Yes** to confirm all documents uploaded.

A message will appear on the screen to advise that all relevant sections have been completed but the application has not yet been submitted.

35. Click **Close**

36. Review **Application Summary** to ensure all information is correct before submitting.

A copy of the application may be exported by clicking **🖨 Export to PDF**

You can edit any section by clicking **✏ Edit**

37. Click **Continue**

38. Read **Terms and Conditions** and tick to confirm details are correct:

☑ The details provided are correct to the best of my knowledge and I agree to the terms and conditions.

39. Select [Submit]

Note: The application is not valid until it has been submitted. **Remember to submit by the closing date of 12 noon on 22 February 2024.** You will not be able to click Submit after the closing date/time.

You will receive notification immediately on the portal when you submit your application.

An email will also be sent to the registered email address confirming submission of your application.

40. Click [Back to My Applications] or [Back to Application Summary]

EDIT APPLICATION

Applications can be edited from the '**My Admissions Applications'** page on the portal until the closing date.

If your application has been submitted:

41. Click on the three dots on the grey card under your child's details and select **View Summary**. This will enable you to view a summary of your application (if application has been submitted) and edit any changes required.
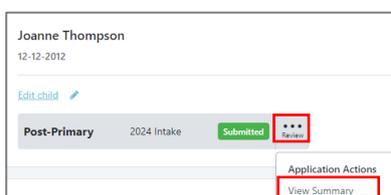
If your application has not been submitted, you will not be able to select view summary from the three dots.

42. Click [Edit Application] to complete and submit your application

It is not a valid application until it is submitted.

Applications can be submitted until **12 noon on 22 February 2024**.

EDIT CHILD DETAILS

43. To edit the child's details i.e. home address click [Edit child]. Forename and Date of Birth are greyed out and cannot be edited.

Note: Where an address changes after the application closing date, school(s) may consider the address recorded at the closing date. This may be relevant where home address is referred to in the admissions criteria.

EDIT YOUR INFORMATION

You may wish to edit your contact information during the Admissions process e.g. if you move to a new address

44. Click [My Information]

45. Edit contact information as required

46. Click [Update]

The following message will appear:

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