

Key messages for Parents

Accessing the EA Post-Primary Application

Parents can log in to the online portal via the EA website link, <https://admissions.eani.org.uk/postprimary> using their 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. The first few hours will be the busiest period and parents may be placed in a queuing system. They may wish to consider trying at a less busy time.

Parents need to make sure they are logging in via the correct link. This is a different system to the Pre-school/P1 online application which some parents may have previously used when applying for younger children.

Logging in

- Use Google Chrome or any supported browser (remember Internet Explorer does not support this App)
- If they are unable to log in successfully, please encourage users to ensure their email address and password have been entered correctly. Remember many people have more than one email account so parents must log in with the same one they used registered on the system.
- Users can reset their password by clicking the 'Forgot password' link. EA staff cannot reset passwords. If the email address entered is registered, users will receive an email with a link to complete the reset.
- If users do not receive an email when resetting their password it is likely because they didn't register on the post primary application portal with this particular email address (**otherwise check junk mail and social media folders within the email account**).

Contacting EA

EA's Admissions Helpdesk is open from 9am to 5pm on Saturday 12th June via
Telephone: 028 9598 5595 **Email: postprimaryadmissions@eani.org.uk**

Staff will be available throughout the day and will endeavour to assist parents. Lines are expected to be very busy, we would seek parents to be patient, and for them to be considerate when they do speak with our staff. We do understand that this 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 the EA. Admissions staff will not be able to identify why a child has not been offered a place by a particular school(s).

It has been our experience that the majority of parental queries can be answered via the detailed website information and we would ask you to signpost parents to both these key messages and to the website information at www.eani.org.uk/admissions, where from Saturday, 12 June 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:
 - Over-subscribed School
 - Undersubscribed School;
- Making a new application where a parent has not previously applied for a post-primary place.

Annex 1

Representation of parent view on logging on to the EA's Post-Primary Application on Saturday 12 June.

Example 1 - Where a child has been offered a post-primary school place in line with the preferences listed on an application

Tom Smith 10-10-2009 Application: 11105

Tom has been offered a place at Ballymoney High School. (Preference 2)

Please note that you cannot indicate acceptance of a place offered via this portal.

Confirmation of acceptance of a place is not usually requested by post-primary schools but if required the school will contact you directly. In some schools this offer of a place may be conditional on you providing verifying documents. The school will contact you indicating which documents it needs in line with its admissions criteria.

For information on transport assistance [click here](#)

For information on the appeals process and an appeal form [click here](#).

You can find further information and support on the website www.eani.org.uk or via the EA's Admissions Helpdesk

Telephone: 028 9598 5595 or Email: postprimaryadmissions@eani.org.uk.

Submitted

Example 2 - Where a child has not yet been offered a post-primary school place in line with the preferences listed on an application

Lauren Test Jones 30-06-2010 Application: 720

Application for a Post-Primary School place for September 2021

Submitted

The Board of Governors of the Post-Primary School(s) listed on your application form have been unable to offer Lauren Test a school place. Each of the school(s) received more applications than their admissions number and consequently had to apply the published admissions criteria to select pupils.

The Education Authority (EA) appreciates this is very disappointing news for you and will support you as you seek an alternative placement. Guidance on the next steps, a list of schools with places available, a web form to apply for an alternative school place and information on the appeals process are available on our website at www.eani.org.uk/admissions.

EA's School Admissions team are available to provide support and guidance at telephone number 028 90418053. Alternatively you can email the team at postprimaryadmissions@eani.org.uk.