

# EDUCATION AUTHORITY FOR NORTHERN IRELAND

## NOTES FOR GUIDANCE ON COMPLETION OF FORM AP1

***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 the Education Authority website.***

1. Any reference to "Parent" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.
2. Parents are advised to:
  - i. read the school's admissions criteria carefully. Copies are available from each school.
  - ii. consult the Principal of their child's present school and the Principal of the school to which they are making application; and
  - iii. 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.
3. 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 and if appropriate, of any complaint/appeal procedure.
4. 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 admissions number set for a particular year group would be exceeded by the admission of the child.  
***The admissions and enrolment numbers reflect the level of accommodation available at the school and are set by the Department of Education.***
  - ii. The enrolment number set for the school as a whole would be exceeded by the admission of the child.
  - iii. 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)).
  - iv. 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.
  - v. 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 i and iii you have the right to register a complaint if you consider a school has not acted correctly or reasonably in refusing your child admission.**

**The complaint will be dealt with by the Department of Education. If you wish to register you should write to School Access Team, Department of Education, Rathgael House, Balloo Road, Bangor BT19 7PR.**

**In the case of v you have the right of appeal if a school has not applied or not correctly applied its admissions criteria in refusing admission to your child.**

**The appeal will be dealt with by an Independent Appeal Tribunal arranged by the Education Authority. If you wish to lodge an appeal you should write to The Clerk of the Tribunal, C/o the Education Authority in the region in which the school you wish to appeal against is situated. Addresses and contact details for the regional offices of the Education Authority are provided below. Your letter must be received within 10 working days of the date on the letter from the principal of the school which indicated the decision.**

Region	Address	Telephone Number	Email address
Belfast	40 Academy Street, Belfast, BT1 2NQ	028 9056 4080	<a href="mailto:patricia.hughes@eani.org.uk">patricia.hughes@eani.org.uk</a>
North Eastern	County Hall, 182 Galgorm Road, Ballymena, BT42 1HN	028 2566 2197	<a href="mailto:admissions-ner@eani.org.uk">admissions-ner@eani.org.uk</a>
South Eastern	Grahamsbridge Road, Dundonald, Belfast, BT16 2HS	028 9056 6981	<a href="mailto:admissions-ser@eani.org.uk">admissions-ser@eani.org.uk</a>
Southern	3 Charlemont Place, The Mall, Armagh, BT61 9AX	028 3751 2309/2455	<a href="mailto:admissions-sr@eani.org.uk">admissions-sr@eani.org.uk</a>
Western	1 Hospital Road, Omagh, BT79 0AW	028 8241 1458	<a href="mailto:admissions-wr@eani.org.uk">admissions-wr@eani.org.uk</a>

# EDUCATION AUTHORITY FOR NORTHERN IRELAND

**APPLICATION FOR ADMISSION TO A PRIMARY/SECONDARY SCHOOL OTHER THAN YEARS 1 AND 8**  
*(This form should not be used if your child has a Statement of Special Educational Needs)*

CHILD'S \*SURNAME: \_\_\_\_\_

DATE OF BIRTH: 

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\*FORENAMES: \_\_\_\_\_

DAYTIME TEL NO: \_\_\_\_\_

\*as recorded on birth certificate

MALE:  FEMALE: 

PRESENT HOME ADDRESS OF CHILD: \_\_\_\_\_

POST CODE: \_\_\_\_\_

CHANGE OF ADDRESS OF APPLICANT (if different from above): \_\_\_\_\_

POST CODE: \_\_\_\_\_

DATE OF CHANGE OF ADDRESS (if applicable): 

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SCHOOL CURRENTLY ATTENDING: \_\_\_\_\_

If not attending a school at present give the name of the school previously attended

\_\_\_\_\_ and the date of last attendance: 

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REASON FOR LEAVING/WISHING TO LEAVE: \_\_\_\_\_

\_\_\_\_\_ CURRENT YEAR GROUP: 

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SEEKING ADMISSION TO: \_\_\_\_\_ School/College

With effect from:  As soon as possible  Start of next term  Start of new school year  
(please tick box(es))

Reason for nominating this school eg. Parent attended the school, nearest controlled school, nearest maintained school, nearest integrated school, sibling at school, special circumstances etc. It is important that all relevant information is given.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby make application for a place for my child in the above-named school and certify that:

- a) the details which I have given are correct;
- b) the address which I have given is the child's home address.

SIGNED: \_\_\_\_\_ Parent/Guardian

DATE: 

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Please Print Name: \_\_\_\_\_

**This form should be returned to the School.**You will *normally* be advised of the school's decision by the 11<sup>th</sup> working day after receipt of the application.NOTE TO SCHOOL: A copy of the letter of acceptance/non-acceptance by the school to the parent **MUST** be forwarded to the Transfer/Open Enrolment Branch in your region of the Education Authority.