



16th January 2020

Dear Parent

Home with your child today is a Post Primary Transfer Form and leaflets on 'Applying for a Post-Primary Place' and 'Transport Assistance'. **The Transfer Form must be completed by you as parent/guardian and returned to school by Friday, 31st January 2020.** Please read instructions carefully and do **NOT** separate the forms in case later amendments are required. When completing the form, be sure to lean firmly with a ball point pen so that underlying copies are as clearly visible as possible.

In addition to the leaflets home a full admissions guide and a short video outlining key messages for parents is available on the Education Authority website at www.eani.org.uk/parents/admissions/applying-for-a-school-place. Parents who need access to information in another language can use the Browse-Along facility for translation and provides an auto transcript. In addition to the EA website, Facebook and Twitter will provide updates to parents throughout the procedure.

To complete the Transfer Form you will need to be familiar with:

1. **The Procedure for Admission to Post Primary School 2020**
2. **The criteria set by each individual post primary school published on the EA website at:**

www.eani.org.uk/search-schools

The legal responsibility for application is the **sole responsibility** of you as parent/guardian.

As Principal, I can assist you with the process. If you feel you would like to meet with me to complete the Transfer Form please contact the school office, otherwise, please see points below with regard to completing the form:

1. **You should list a minimum of four schools on the Transfer Form** otherwise the possibility of your child not being admitted to a school of your preference is increased
2. **It is important to provide relevant information about your child e.g.**
 - Whether your child has any brothers/sisters already attending the school to which you are applying
 - Whether the child is the eldest, only child or the eldest boy/girl in the family
 - Entrance test information should be recorded in the manner requested by the post -primary school where applicable
 - Whether your child is currently registered with the EA, as being entitled to Free School Meals. The Department has recommended that schools use their admission criteria to make sure that they admit a fair number of children registered to Free School Meal Entitlement (FSME). If this applies to your child you should record this in the appropriate part of Section B on the Transfer Form. Your claim of FSME will be checked if admission is secured on the basis of FSME.
3. **Checking and Signing the Transfer Form** - before signing the Transfer Form, please note:
 - That you should check all information carefully before signing the form and attach the original results sheet, if applicable
 - That it is your responsibility to ensure that all information provided is correct as post-primary schools may verify information supplied

Key messages which the EA recommend schools to communicate to parents of P7 pupils can be found on the back of this letter.

I hope this information is clear and helpful to you.

Yours sincerely

PRINCIPAL

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