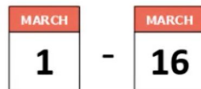# P7 Online Transfer Procedure

This is a guide to help you through the application form.

It will take you through screen by screen and show important sections to remember.

You may need to register the first time you log in.

Parents add child

- After successful login the Main Application screen is displayed.

Parents Enter details of child
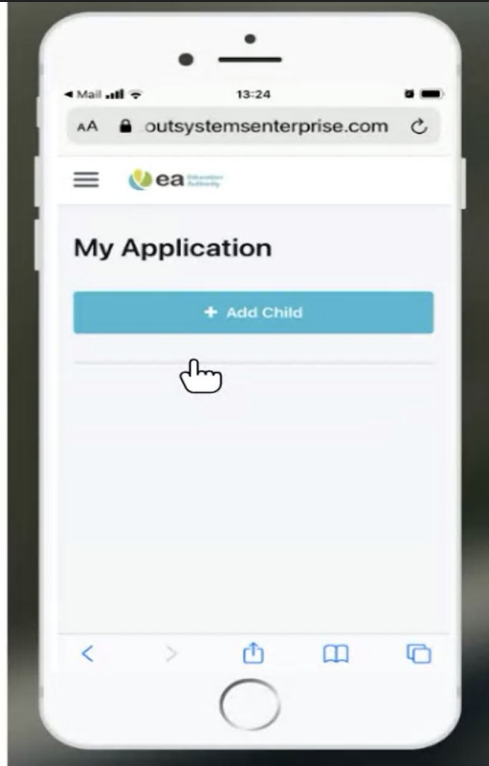
Desktop View

These boxes are important
- eldest or only child
- free school meals

Start application

- Parent may now:

- **Start Application,**

- **Add another Child,** or

- **Edit/Delete Child details.**

Primary School details

Parent can:

- Use the list field to scroll or

- Use search field to find child's current Primary school

- On clicking **Continue** the post-primary **choices screen** is displayed

ea Education Authority

Choose Post-Primary school preferences

Parent can:

- Scroll the list field or

- Type in search field to find Post-Primary school of choice
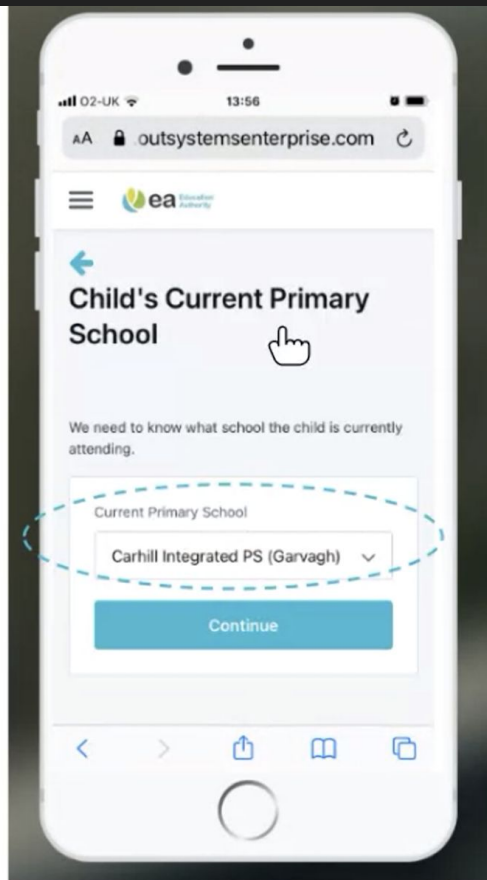
- Tick box if brother or sister attending

Make sure to tick if they have a sibling at the school and name them.

Look through the admission criteria for the school and list all that apply.

Your School Choices

School

Select a school

Is there a brother/sister currently attending the selected school?

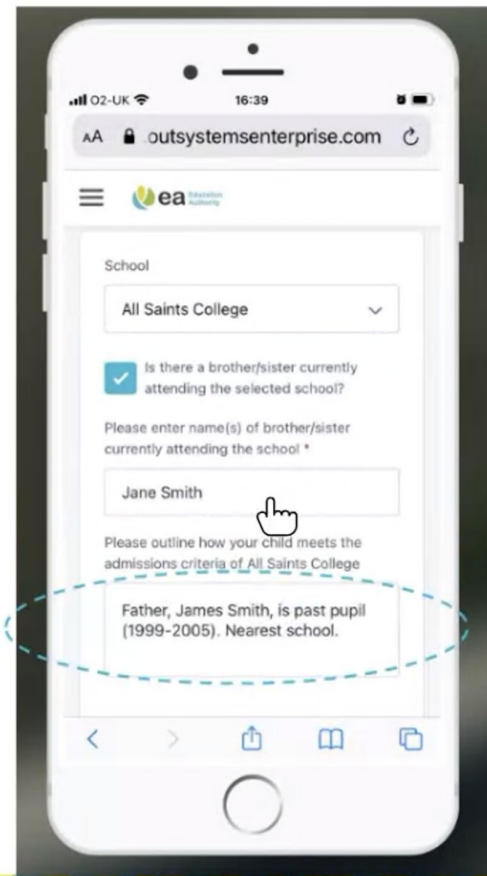Please outline how your child meets the admissions criteria of this school

3000 maximum characters

ea Education Authority

Add supporting information

– How does pupil meet school's criteria?

- Add information relevant to chosen school's criteria

- Click Save to confirm first preference choice.

Education Authority

Preferences saved in order chosen
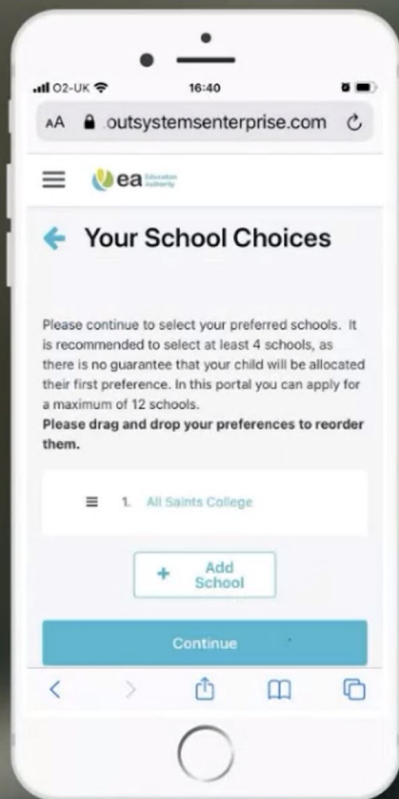
Click + Add School

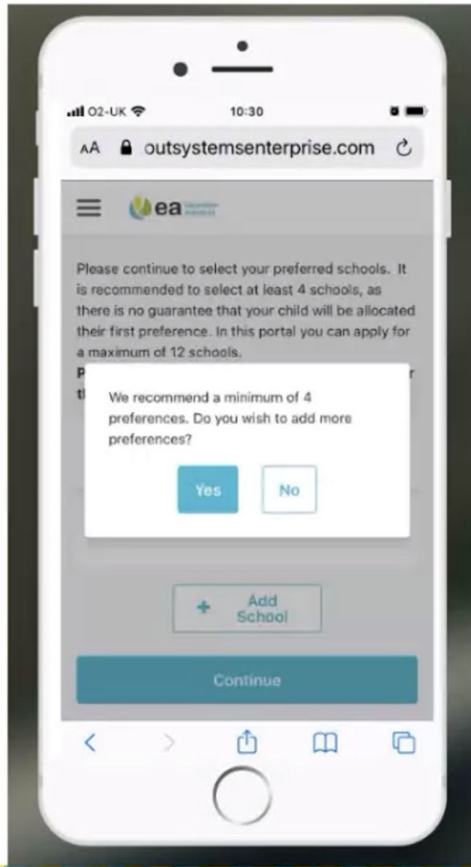to search for further post primary preferences.

Encouraged to choose 4 schools

Please continue to select your preferred schools. It is 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.

We recommend a minimum of 4 preferences. Do you wish to add more preferences?

Yes   No

Add School

Continue

- 4 schools encouraged

- Parent may add up to 12 preferences

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Schools listed in order of preference as chosen –

Can be altered

Please continue to select your preferred schools. It is 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 reorder them.

1. All Saints College
2. Antrim Grammar School
3. Aquinas Grammar School (Belfast)
4. Parkhall Integrated College

- Choose up to 12 schools.

- Drag and drop to change order

- Unable to choose same school twice

- Irish medium units – separate entries

Additional details for specific school types

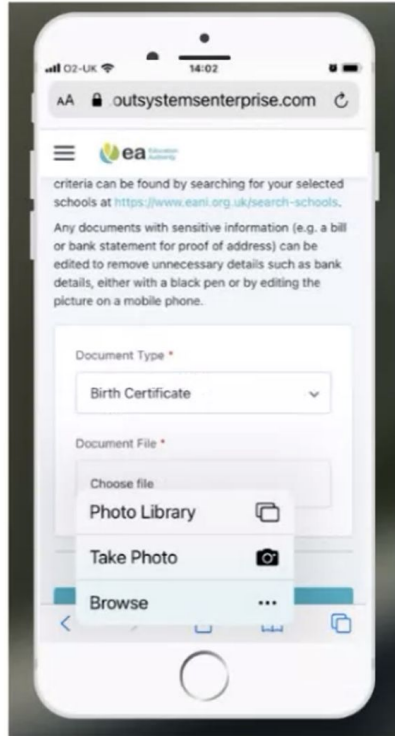- Only requested for schools requiring this information

Document Upload
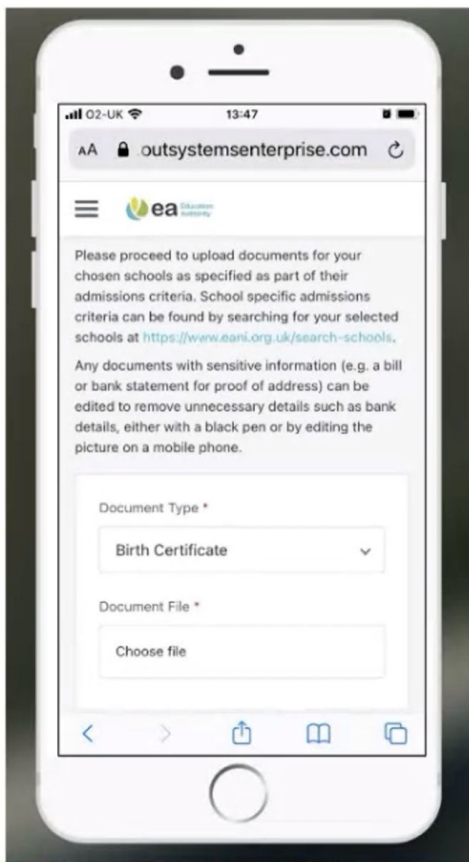
- Choose document type from the drop down menu

- E.g. Birth certificate
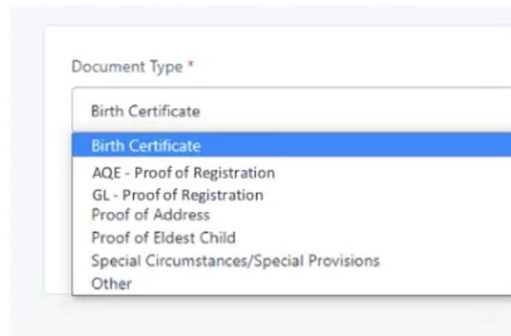
Document Upload

The best way is to take a photo of the document on your mobile phone and then select the picture from your camera roll. Check that the information is clear and not blurry.

- Follow on-screen prompt to locate the document stored in your device, or to take a photograph of a hard copy

- Select the file/photo etc. for upload

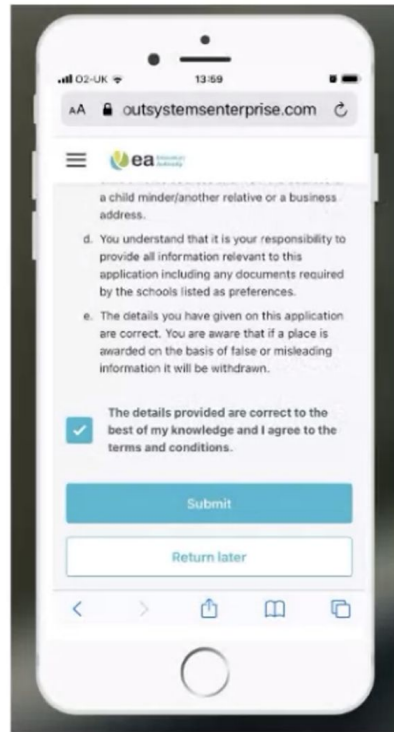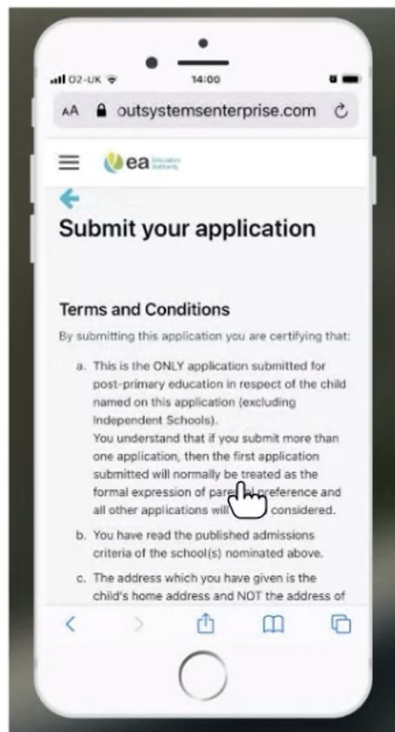- Redact sensitive information before upload

Summary screen
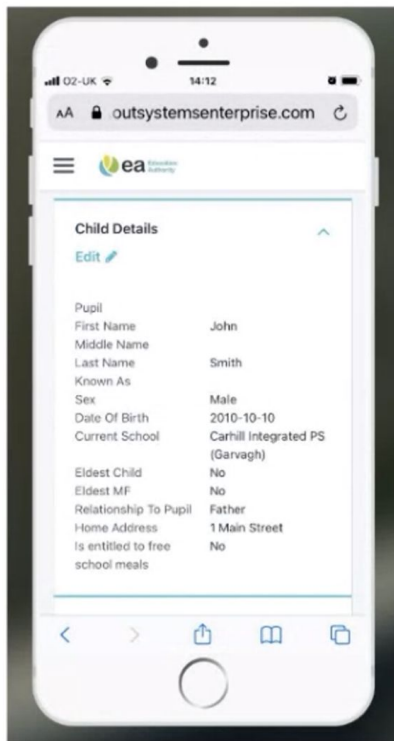
- Parent can edit details prior to submission

Education Authority

Submit Application

- Read and accept Terms & Conditions

Admission Offices – Business as Usual:

Digital Admissions Helpdesk:

Tel: 028 9598 5595

Email:

postprimaryadmissions@eani.org.uk

digital@eani.org.uk