


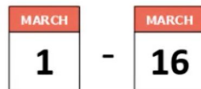
P7 Online Transfer Procedure

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 register online through the Digital Application Hub on EA website



Post-Primary Application

To start the application process, please login.
If you don't have login details, click the Register link.


Email *

Password *

☐ Remember me [Reset password?](#)

Login

Register



Post-Primary Application

Please provide your details to register.

Name *

Email *

Mobile Phone

Address

Password *

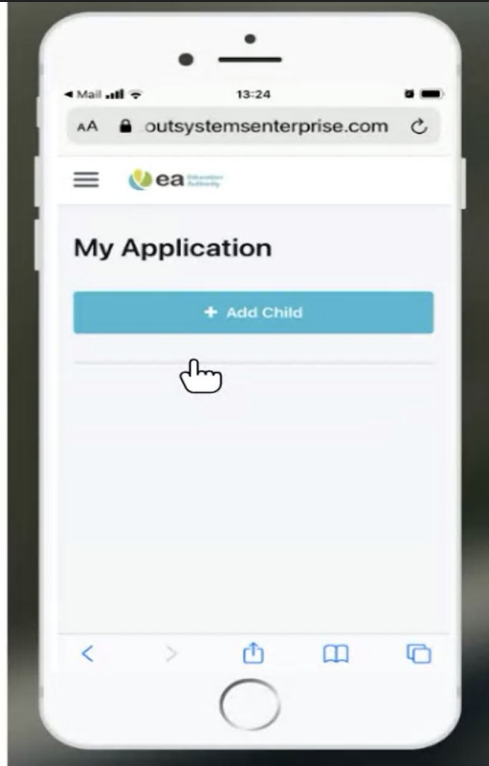
Repeat Password *

Continue

[Back to Login](#)



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

ea Applicant Portal Logged in as Parent Test Logout

← Enter Child Details

Forename (As shown on birth certificate) *

E.g. Matthew

Surname (As shown on birth certificate) *

E.g. Jones

Sex *

Please Select

Date of Birth

DD MM YYYY

Home Address *

☐ Is address same as parent?

E.g. 1 Main Street, Ballymena, Co. Antrim

Relationship to Child *

Please Select

Parental Responsibility? ☒ Yes ☐ No

Select all that apply:

☐ Eldest or only child in family (Please tick if the child is the eldest/only child of the family)

☐ Eldest boy/girl in family (Applicable for single sex schools)

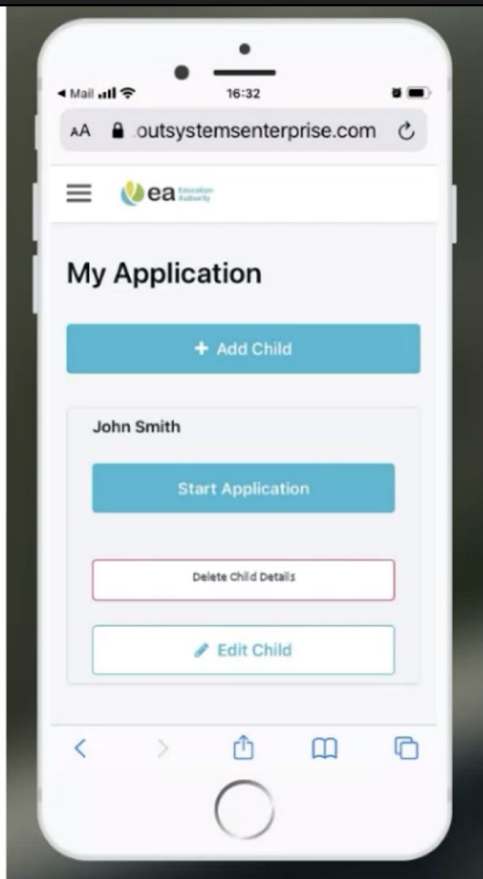
Child is registered with the EA as being entitled to free school meals *

☐ Yes ☒ No

Save Cancel



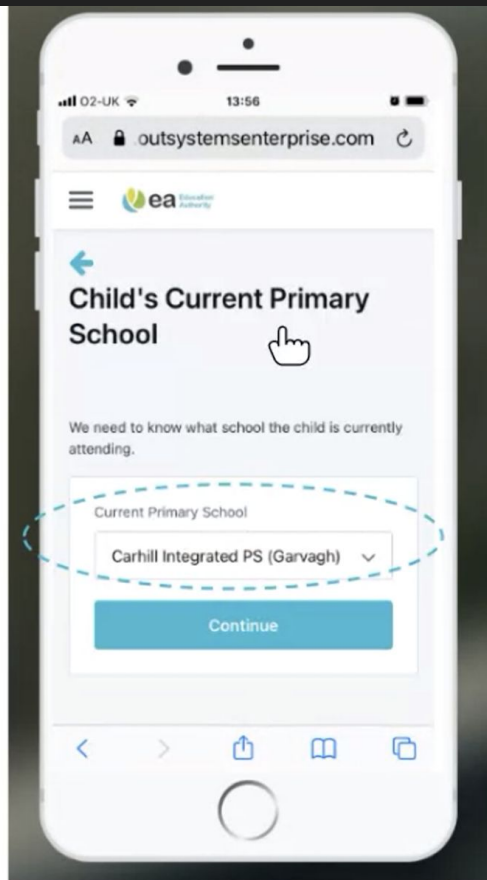
Start application



- 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



Choose Post-Primary school preferences

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.

02-UK 13:57 outsystemsenterprise.com

ea Education Authority

← 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

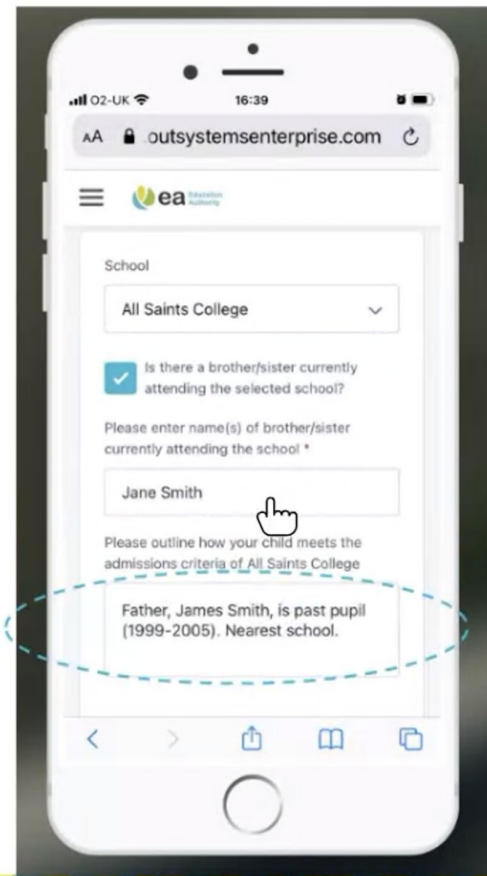
3000 maximum characters

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

Add supporting information

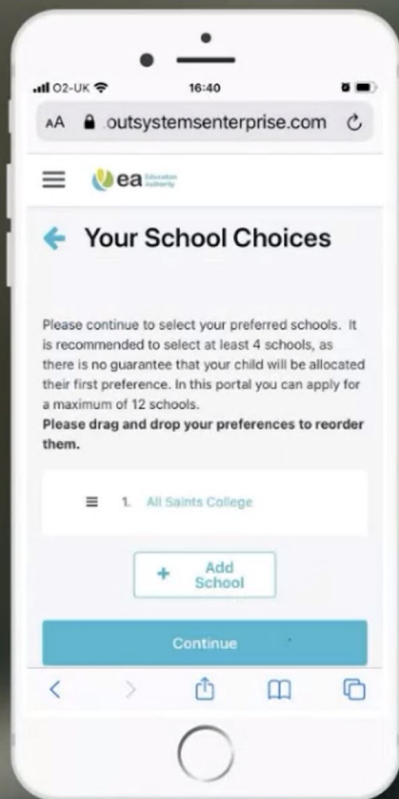
– How does pupil meet school's criteria?



The screenshot shows a mobile app interface for adding supporting information. At the top, the status bar shows '02-UK', '16:39', and a battery icon. The browser address bar shows 'outsystemsenterprise.com'. The app header features the 'ea' logo and 'Education Authority'. The form is titled 'School' and has a dropdown menu set to 'All Saints College'. Below this, there is a checkbox labeled 'Is there a brother/sister currently attending the selected school?' which is checked. A text input field below it contains 'Jane Smith'. A dashed blue circle highlights the text area below the input field, which contains the text: 'Father, James Smith, is past pupil (1999-2005). Nearest school.' The bottom of the screen shows a mobile navigation bar with icons for back, forward, home, and other functions.

- Add information relevant to chosen school's criteria
- Click **Save** to confirm first preference choice.

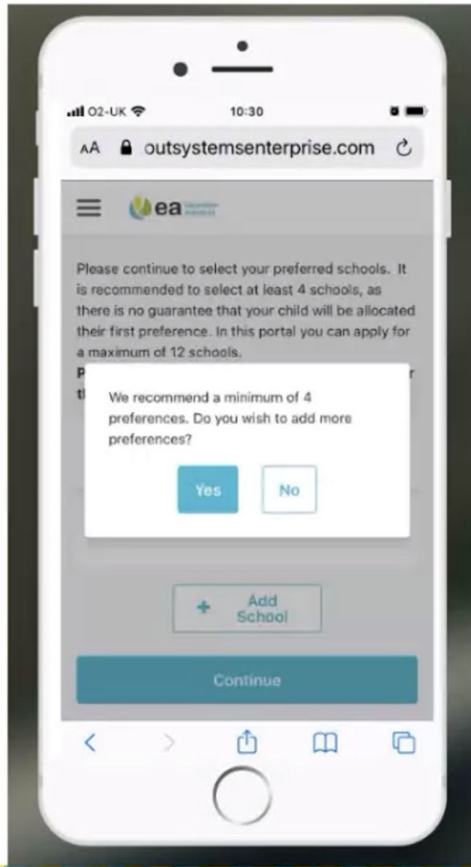
Preferences saved in order chosen



Click [+ Add School](#)
to search for further post
primary preferences.



Encouraged to choose 4 schools

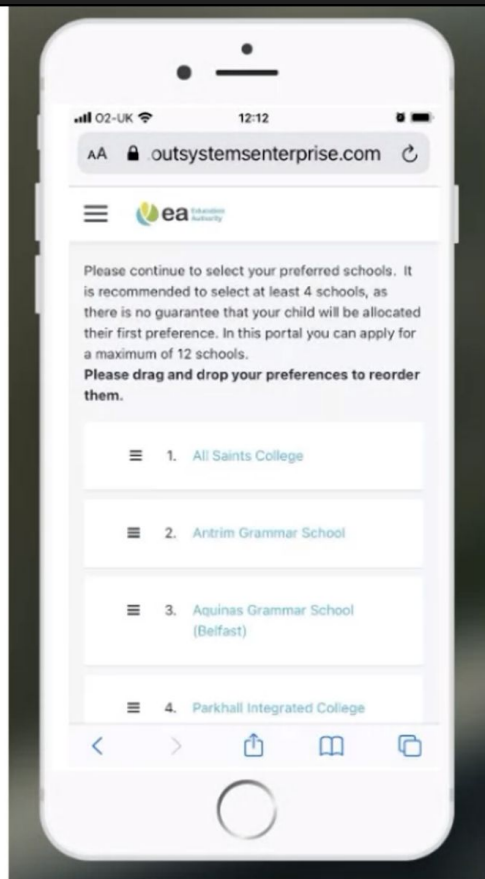


- 4 schools encouraged
- Parent may add up to 12 preferences



Schools listed
in order of
preference as
chosen –

Can be altered



- 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

15:28

outsystemsenterprise.com

ea Education Authority

Application Details

Additional Information

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

Tick one box to indicate the community your child belongs to: *

☐ Protestant community

☐ Roman Catholic community

☒ None / Other

15:29

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Was child registered for AQE assessment?

☒ Yes

☐ No

AQE Candidate no.

Was child registered for GL test?

☒ Yes

☐ No

GL Pupil no.

15:30

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I wish to apply for Special Circumstances / Special Provisions *

☒ Yes

☐ No

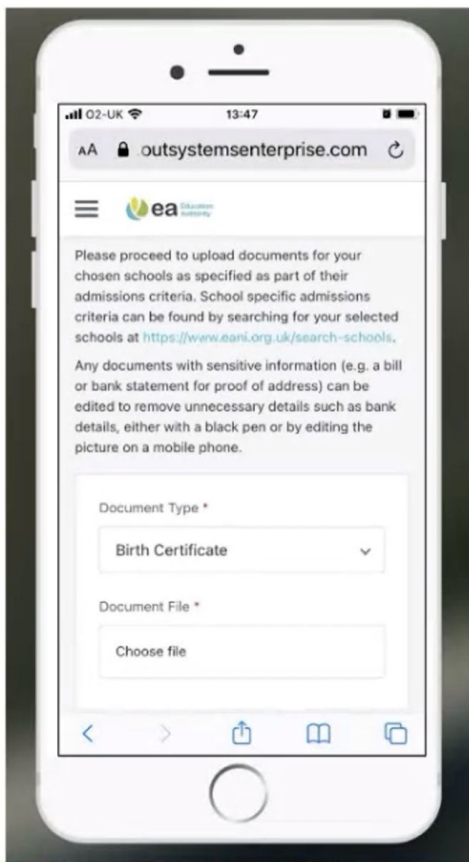
You must ensure you upload all relevant documents in support of your claim for Special Circumstances / Special Provisions.

Continue

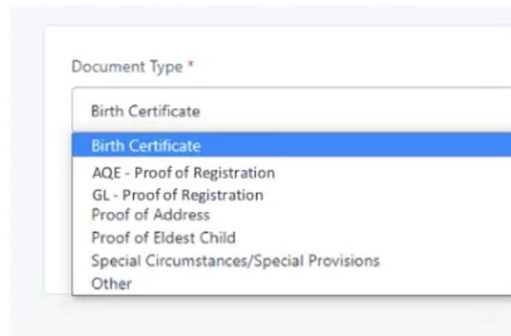
(C)2021 Education Authority
scamwiseNI PARTNERSHIP

- Only requested for schools requiring this information

Document Upload

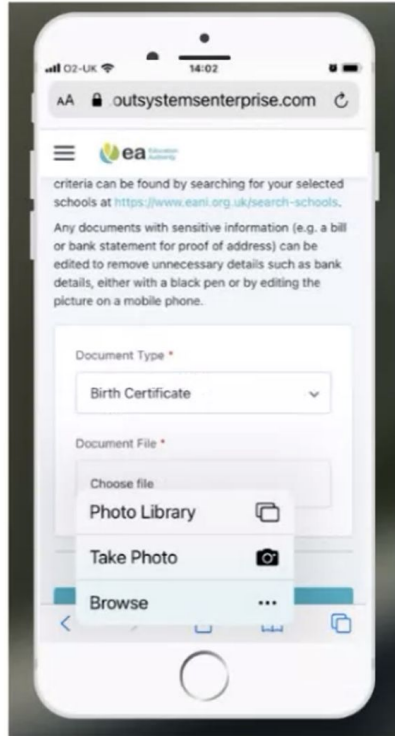


- Choose document type from the drop down menu
- E.g. Birth certificate



Document Upload

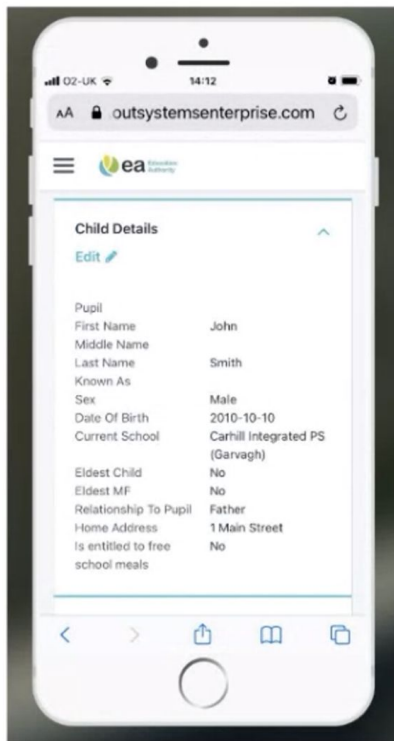
The best way is to take a photo of the document on your mobile phone and then select the picture from your camera roll. Check that the information is clear and not blurry.



- 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



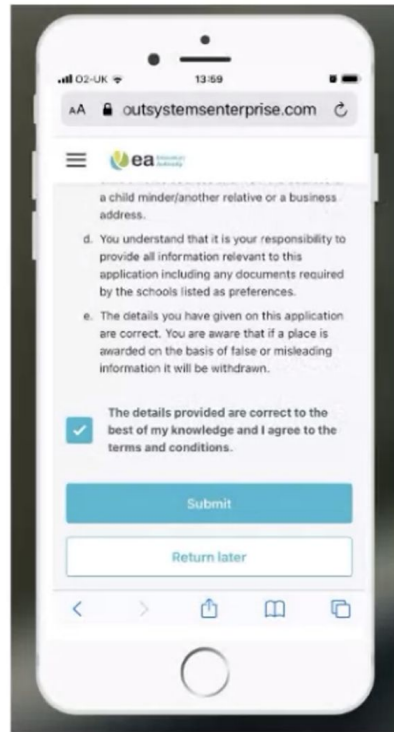
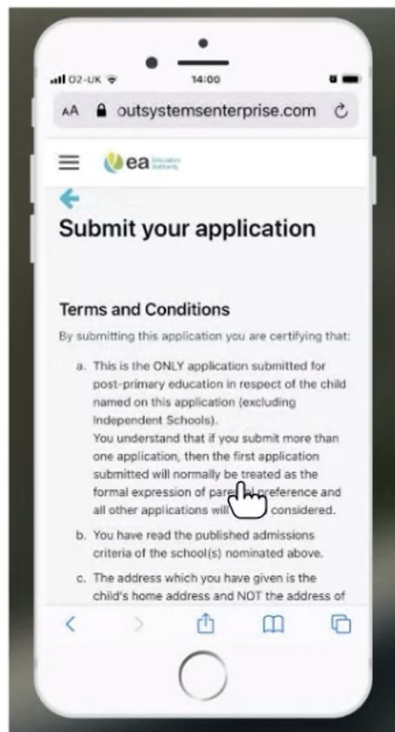
Summary screen



- Parent can edit details prior to submission



Submit Application



- Read and accept Terms & Conditions



Admission Offices – Business as Usual:

Digital Admissions Helpdesk:

Tel: 028 9598 5595

Email:

postprimaryadmissions@eani.org.uk

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