



Greenwood Primary School

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Application Information: September 2025 Intake: Primary 1

This year, in conjunction with the Department of Education, the Education authority is continuing to use an online application portal as part of the open enrolment process.

Key Dates:

Thursday 5 th December 2024	Education Authority publishes information on their website about the Primary 1 admission procedures and admissions criteria for schools. (www.eani.org.uk)
Friday 10 th January 2025 at 12 noon.	Primary 1 application procedure opens with online portal available.
Friday 24 th January 2025 at 12 noon (GMT). Note: Portal will not be accessible after this date/time to apply.	Date/time by which applicants submit an application and documents in support of their application (treated as <u>punctual</u>). An application received after 12 noon on Friday 24 th January 2025 will be treated as <u>late</u> . Applicants will be guided after the Online Portal closes on how to complete a late application.
On or before 4pm on Wednesday 29 th January 2025	<u>Deadline date/time</u> an applicant can provide for any preference listed, documents in support of their application. Supporting documents will be treated as punctual or late depending on when application submitted. NB: This does not refer to birth certificate, which must be submitted for all applicants. Final date/time for Change of Preference in Exceptional Circumstances (CoPEC) requests by email to EA from applicants – including all relevant evidence. CoPEC received after this date/time will not be considered. Final date/time for new P1 application and any documents in support of the application (treated as late). Applications/Documents received after 4pm on

	29 th January 2025 will not be processed until the close of the primary admissions procedure.
Monday 7 th April 2025	Close of Primary 1 Admissions procedure.
Wednesday 9 th April 2025	Applicants receive notification of outcome of application on 9 th April by email where one is held or by letter. EA Online Portal open. Schools may choose to notify decision by letter for receipt by applicants on 9 th April.
Monday 14 th April 2025	Date from which applicants can lodge a Primary One Admissions Appeal.
Wednesday 23 rd April 2025 (not later than 4.00pm).	Deadline for receipt of appeal forms for Primary 1 to be received by EA (not later than 4.00pm).
June – August 2025	Independent Tribunals hear appeals.

Further information about the online application process is available via the Education Authority's website (www.eani.org.uk) or by contacting the school (email: info@greenwoodps.belfast.ni.sch.uk).