

Application Information: September 2022 Nursey Intake

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 (Stage 1):

<p>Friday 17th December 2021</p>	<p>Education Authority publishes information on their website about the pre-school admissions procedure and admissions criteria for schools/providers. www.eani.org.uk</p>
<p>Monday 10th January 2022 at 12 noon.</p>	<p>Pre-school application procedure opens with online portal available.</p>
<p>Friday 28th January 2022 at 12 noon (GMT). Note: Portal will not be accessible after this date/time to apply.</p>	<p>Date/time by which parents submit an application and documents in support of their application (treated as <u>punctual</u>). Any application received after 12 noon on Friday 28th January 2022 will be treated as: Target Age <u>late</u> in Stage 1; or Underage <u>late</u> throughout the procedure. Applicants will be guided after the Online Citizen Portal closes on how to complete a late application.</p>
<p>On or before 12 noon on Friday 4th February 2022</p>	<p><u>Deadline date/time</u> a parent can provide for any preference listed, documents in support of their application or any new additional supporting information that was not available at time of application. Supporting documents will be treated as punctual or late depending on when application submitted. NB This does not refer to the birth certificate, which must be submitted for all applicants. * Supporting documents received after 12noon on 4th February will be considered in Stage 2. <u>Final date/time</u> for Change of Preference in Exceptional Circumstances (CoPEC) requests to be received by the Education Authority (EA) including all relevant evidence.</p>

	<p>CoPEC received after this date/time will not be considered. If an application requires a change of preference in exceptional circumstances after 12 noon on 4 February an application will need to be withdrawn and then a new application submitted when Stage 2 opens on 28 April 2022.</p> <p>Final date/time for a new Stage 1 or underage application and any documents in support of the application (treated as late). Applicants who still need to apply after 12 noon on 4 February must apply in Stage 2 of the Pre-School Admissions procedure when it opens on 28 April 2022 (application processed in Stage 2).</p>
Tuesday 26 th April 2022 (Admissions procedure for Pre-School Stage 1 closes).	Close of Stage 1 – Parents receive notifications of outcome of application via online portal (opens 28 th April). Pre-schools may choose to notify parents by post, letters for receipt on 28 th April 2022.
Monday 9 th May 2022 (not later than 4.00pm for appeal form).	Final date for receipt of appeal forms for Stage 1 for Nursery Schools/Units to be received by EA (not later than 4.00pm).

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).