

Application Information: September 2023 Intake: Nursery

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>Tuesday 13th December 2022</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>Tuesday 10th January 2023 at 12 noon.</p>	<p>Pre-school application procedure opens with online portal available.</p>
<p>Friday 27th January 2023 at 12 noon (GMT). Note: Portal will not be accessible after this date/time to apply.</p>	<p>Date/time by which applicants submit an application and documents in support of their application (treated as punctual). An application received after 12 noon on Friday 27th January 2023 and by 4pm on 31st January 2023 will be treated as late. Applicants will be guided after the Online Portal closes on how to complete a late application.</p>
<p>On or before 4.00pm on Tuesday 31st January 2023.</p>	<p><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 the birth certificate, which must be submitted for all applicants. Supporting documents received after 4pm on 31st January 2023 will be considered in Stage 2. <u>Final date/time</u> 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. If an applicant requires a change of</p>

	<p>preference in exceptional circumstances after 4pm on 31 January their application will need to be withdrawn and then a new application submitted when Stage 2 opens on 27 April 2023.</p> <p>Final date for a new pre-school application and any supporting documents (treated as late). Applicants who still need to apply after 4pm on 31 January 2023 can do so in Stage 2 of the Pre-School Admissions procedure when it opens on 27 April 2023.</p>
Tuesday 25 th April 2023	Close of Stage 1 Admissions Procedure.
Thursday 27 th April 2023	Applicants receive notification of outcome of application on 27 th April by email where one is held or by letter from EA or where applicable from the Pre-School provider i.e. for applications processed in Stage 1.
Thursday 11 th May 2023 (not later than 4.00pm).	Deadline for receipt of appeal forms for Nursery Stage 1 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).