



Greenwood Primary School

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Application Information: September 2022 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:

Friday 17 th December 2021	Education Authority publishes information on their website about the Primary 1 admission procedures and admissions criteria for schools. (www.eani.org.uk)
Monday 10 th January 2022 at 12 noon.	Primary 1 application procedure opens with online portal available.
Friday 28 th January 2022 at 12 noon (GMT). Note: Portal will not be accessible after this date/time to apply.	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 28 th January 2022 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 12 noon on Friday 4 th February 2022	<u>Deadline date/time</u> a parent can provide documents in support of their application for any preference listed, 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 birth certificate, which must be submitted for all applicants. Final date/time for Change of Preference in Exceptional Circumstances requests (CoPEC) to be received by the EA – 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 12 noon

	on 4 February 2022 will not be processed until the close of the primary admissions procedure.
Tuesday 26 th April 2022	Close of Primary 1 Admissions procedure.
Thursday 28 th April 2022	Citizen Portal online for parents to view the outcome of their P1 application. 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).	Deadline for receipt of appeal forms for Primary 1 to be received by EA (not later than 4.00pm).
June – August 2022	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).