

## Application Information: September 2025 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):

Thursday 5 <sup>th</sup> December 2024	Education Authority publishes information on their website about the pre-school admissions procedure and admissions criteria for schools/providers. ( <a href="http://www.eani.org.uk">www.eani.org.uk</a> )
Friday 10 <sup>th</sup> January 2025 at 12 noon.	Pre-school application procedure opens with online portal available.
Friday 24 <sup>th</sup> January 2025 at 12 noon (GMT).  Note: Portal will not be accessible after this date/time to apply. Will re-open in Stage 2 of pre-school procedure.	Date/time by which applicants submit an application and documents in support of their application ( <b>treated as punctual</b> ). An application received after 12 noon on Friday 24 <sup>th</sup> January 2025 and by 4pm on 29 <sup>th</sup> January 2025 will be <b>treated as late</b> .  Applicants will be guided after the Online Portal closes on how to complete a late application.
On or before 4.00pm on Wednesday 29 <sup>th</sup> January 2025.	<b><u>Deadline date/time</u></b> 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 29 <sup>th</sup> January 2025 will be considered in Stage 2.  <b><u>Final date/time</u></b> 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. <b>If an applicant requires a change of</b>

	<p><b>preference in exceptional circumstances after 4pm on 29 January their application will need to be withdrawn and then a new application submitted when Stage 2 opens on 9 April 2025.</b></p> <p>Final date for a new pre-school application and any supporting documents (treated as late). <b>Applicants who still need to apply after 4pm on 29 January 2025 can do so in Stage 2 of the Pre-School Admissions procedure when it opens on 9 April 2025.</b></p>
Monday 7 <sup>th</sup> April 2025	Close of Stage 1 Admissions Procedure.
Wednesday 9 <sup>th</sup> April 2025	<p>Applicants receive notification of outcome of application on 9<sup>th</sup> 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.</p> <p>(Pre-schools seek verification documents from applicants where applicable.)</p>
Wednesday 23 <sup>rd</sup> April 2025 (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](http://www.eani.org.uk)) or by contacting the school (email: [info@greenwoodps.belfast.ni.sch.uk](mailto:info@greenwoodps.belfast.ni.sch.uk)).