



**Digital Admissions
Parent Portal Guidance
December 2018**

- The Parent Portal (portal) is available to make an online application for admission to pre-school or primary school in September 2019
- Portal will open on Wednesday 2 January 2019
- Portal will close at midnight on Thursday 31 January 2019
- Will be available 24/7 on your smart phone, tablet, laptop or pc
- Portal contains brief instructions at top of each screen to guide you through the application

Use of Parent Portal

Before submitting an application on the EANI School Admissions Parent Portal, all registration stages must be completed.

- 1 Register your details including a valid e-mail address and password, login using the e-mailed link
- 2 Add details of the child for whom you wish to make an application for in 'My Family'
- 3 Make application via 'Apply for a school place' button
- 4 Submitting your application
- 5 Changing your application

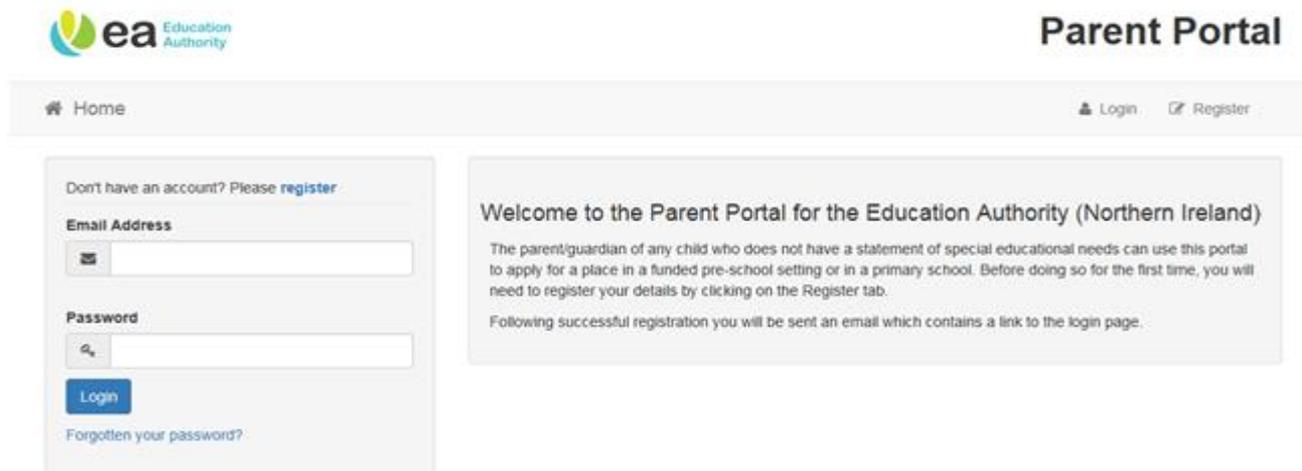
Stage 1 : Online Registration

Having considered which school or preschool you wish to apply to: click on parent portal at www.eani.org.uk/admissions The following information is required:

- Your e-mail address
- Create a memorable password (must have minimum of 10 characters including upper and lowercase letters, numbers and a special character i.e. *!>.. etc.)
- Your name, address and telephone contact details
- Confirm your agreement to Data Protection

What happens next?

- At the end of the registration you will receive an email containing the link to take you to the Parent Portal login screen
- Log in with your registered e-mail address and password

A screenshot of the Parent Portal login interface. At the top left is the 'ea Education Authority' logo. At the top right is the text 'Parent Portal'. Below the logo is a navigation bar with 'Home', 'Login', and 'Register' links. The main content area is split into two columns. The left column contains a login form with the text 'Don't have an account? Please register.' above it. The form has two input fields: 'Email Address' with an envelope icon and 'Password' with a key icon. Below the password field is a blue 'Login' button and a link for 'Forgotten your password?'. The right column contains a welcome message: 'Welcome to the Parent Portal for the Education Authority (Northern Ireland)'. Below this is a paragraph explaining that parents/guardians can use the portal to apply for a place in a funded pre-school setting or in a primary school, and that they need to register their details by clicking on the Register tab. A final sentence states: 'Following successful registration you will be sent an email which contains a link to the login page.'

Stage 2 : Adding your child's details

Before an application can be completed you must first enter your child's details by clicking the 'My Family' button.

- Add child's name and date of birth **as per birth certificate** – the DOB will determine if your child is pre-school or primary age
- Add pre-school currently attended – if none select 'None' from the drop down menu – this will be the option if you are applying for an underage pre-school place
Should the pre-school attended by your child not appear on the drop down list select 'Pre-School not listed'
- Add child's address (**must be address where child is resident**)
- Complete parental/legal responsibility details
- Click 'add child'

What happens next?

- At the end of registering your child's details, click on 'Home' to return to the Parent Portal to start an application



Stage 3 : Making your Application

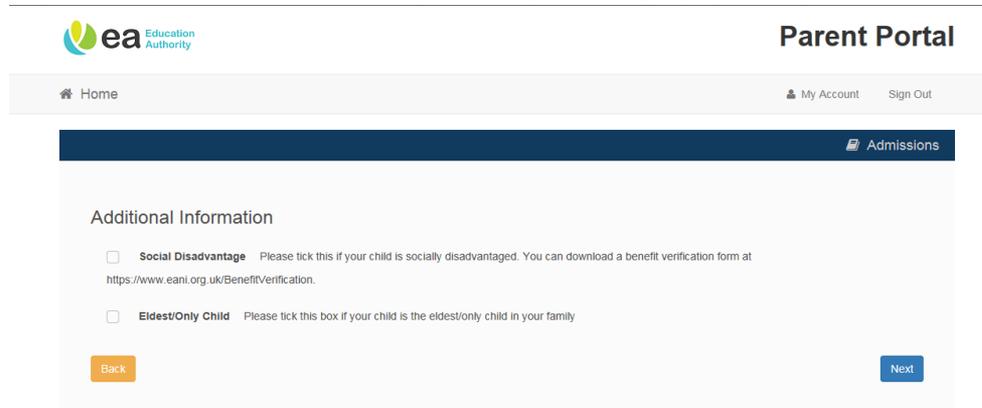
Select 'Apply for a School Place' button to start the application. Your child's name and date of birth will appear

- Select 'start new application'
- Select Primary or Pre-school intake as appropriate
- Confirm address details
- Complete the responses to questions presented re social disadvantage (pre-school only) and eldest/only child
- Search for school you wish to apply for by name or postcode. **TIP** – use part name i.e. 'Killiclogher' for St Mary's, Killiclogher etc.
- Legislation requires Pre-School providers to give priority to children in their final pre-school year who are from socially disadvantaged circumstances

SOCIAL DISADVANTAGE

(pre-school only)

- If applying for pre-school – please confirm re social disadvantage circumstances i.e. in receipt of Income Support or Jobseekers Allowance



The screenshot shows the 'Parent Portal' interface. At the top left is the 'ea Education Authority' logo. To the right is the text 'Parent Portal'. Below this is a navigation bar with 'Home' (with a house icon) and 'My Account Sign Out' (with a person icon). The main content area is titled 'Admissions' and contains a section for 'Additional Information'. This section has two checkboxes: 'Social Disadvantage' with a link to a benefit verification form, and 'Eldest/Only Child'. At the bottom of the form are 'Back' and 'Next' buttons.

- If you qualify for one of these benefits, copy and paste web address into your browser for definition of social disadvantage and to access claim form. Please note this is not a hyper-link
- Complete form, bring to your local social security office for stamp and return to first preference provider not later than **12.00 noon on 8 February 2019**
- Form also available from nursery school/playgroup or in DHSS office

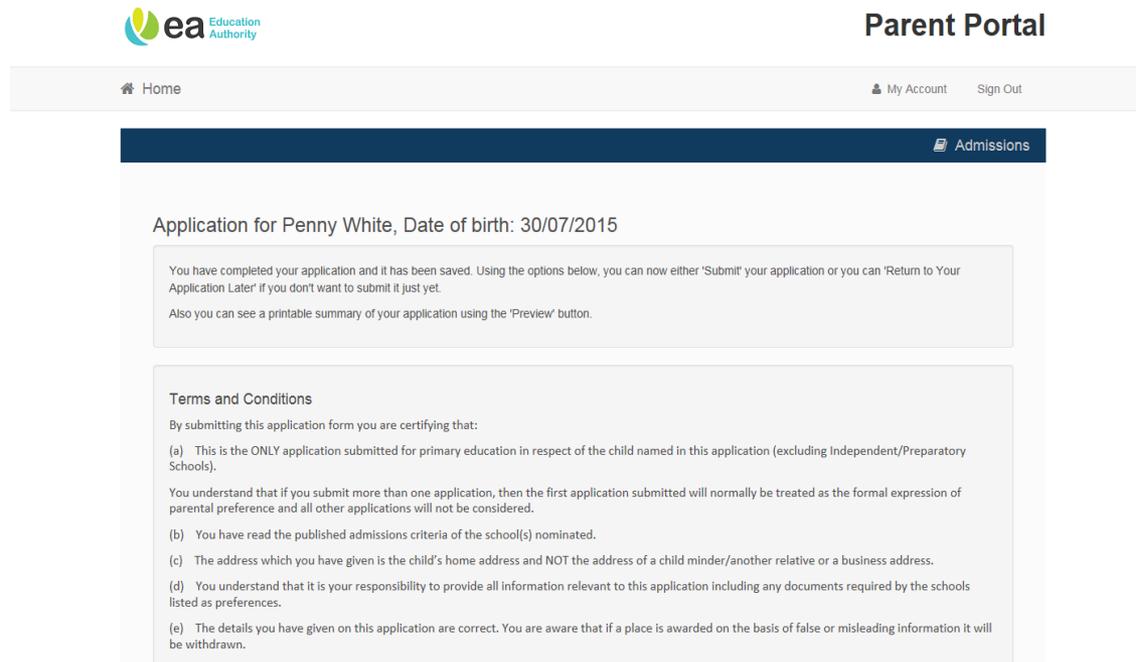
Stage 3 : Making your Application

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- Preference reasons – indicate if sibling currently attending (primary only)
- Detail any other preference reasons – ensure you detail how your child meets the admission criteria of each pre-school or primary school you list as a preference
- If your application is to an integrated school you will be asked a specific question on religion to enable these schools to apply their admission criteria
- You will now see the pre-school/primary school you have chosen to list as your 1st preference
- You can add further preferences following the same steps as before and you can change the order of your preferences. **REMEMBER** – it is recommended that you list at least four preferences to maximise your child's chances of being offered a place

What happens next?

- You have now completed your application ready for submission

A screenshot of the 'Parent Portal' Admissions page. The page header includes the 'ea Education Authority' logo and the text 'Parent Portal'. Below the header is a navigation bar with 'Home', 'My Account', and 'Sign Out'. The main content area is titled 'Admissions' and displays 'Application for Penny White, Date of birth: 30/07/2015'. A message box states: 'You have completed your application and it has been saved. Using the options below, you can now either 'Submit' your application or you can 'Return to Your Application Later' if you don't want to submit it just yet. Also you can see a printable summary of your application using the 'Preview' button.' Below this is a 'Terms and Conditions' section with the following text: 'By submitting this application form you are certifying that: (a) This is the ONLY application submitted for primary education in respect of the child named in this application (excluding Independent/Preparatory Schools). You understand that if you submit more than one application, then the first application submitted will normally be treated as the formal expression of parental preference and all other applications will not be considered. (b) You have read the published admissions criteria of the school(s) nominated. (c) The address which you have given is the child's home address and NOT the address of a child minder/another relative or a business address. (d) You understand that it is your responsibility to provide all information relevant to this application including any documents required by the schools listed as preferences. (e) The details you have given on this application are correct. You are aware that if a place is awarded on the basis of false or misleading information it will be withdrawn.'

Stage 4 : Submitting your Application

- You can now preview the application form by selecting ‘Preview Application’. Please check that all your child’s details are accurate and that preferences are appearing in the correct order. You should also ensure that you have detailed how your child meets the admission criteria for each pre-school/school you have applied to
- Read carefully the Terms & Conditions and the Data Protection information
- You can save your application by selecting ‘Return Later’, you will be directed back to the School Places page, and ‘Application started but not yet submitted’ will appear beside your child’s details
- If you decide to return later remember that you must submit your application by 12.00 midnight on 31 January 2019

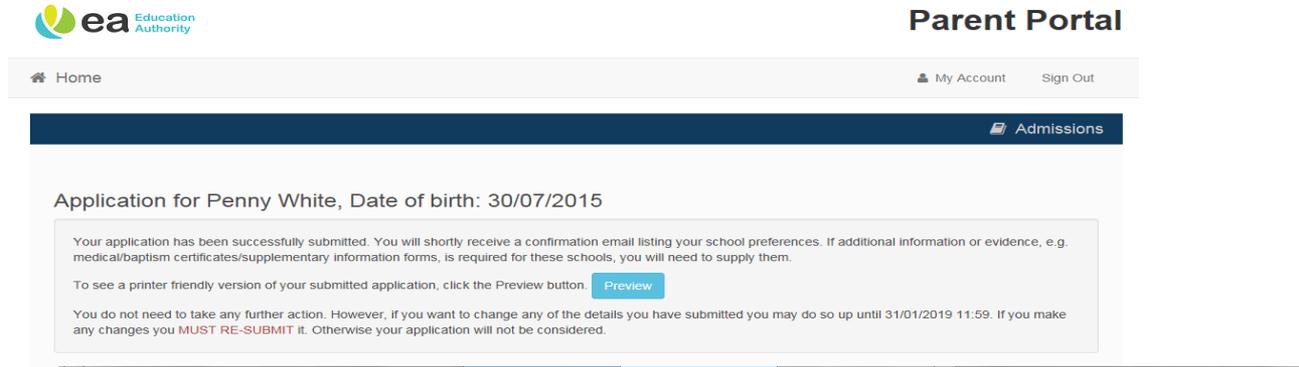
Stage 4 : Submitting your Application

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- Having previewed your application if you are satisfied that all information is correct, tick the box in ‘Submit your Application’ and select ‘Submit Now’
- An email will be sent to the email address you provided to confirm receipt of application and the pre-school/school(s) applied to in order of preference
- If you do not receive this confirmation you should telephone the EA’s Admission Helpdesk – (028) 9598 5595

What happens next?

- To preview the submitted information select 'preview'



Parent Portal

Home My Account Sign Out

Admissions

Application for Penny White, Date of birth: 30/07/2015

Your application has been successfully submitted. You will shortly receive a confirmation email listing your school preferences. If additional information or evidence, e.g. medical/baptism certificates/supplementary information forms, is required for these schools, you will need to supply them.

To see a printer friendly version of your submitted application, click the Preview button. [Preview](#)

You do not need to take any further action. However, if you want to change any of the details you have submitted you may do so up until 31/01/2019 11:59. If you make any changes you **MUST RE-SUBMIT** it. Otherwise your application will not be considered.

Preview

ADMISSIONS APPLICATION FORM

Target Nursery 2019

Status of Application : SUBMITTED

This form details the information that you have provided on the Northern Ireland EA Education Authority's Online Application form. You may go online to make changes to the preferences you have expressed until the closing date for online applications of 31-01-2019 11:59. The information you have provided will be used to decide at which school we can offer you a place for Penny White and this offer will be communicated to you on .

Applicant's Details

Ms Jane White is the adult making an application for the child for Target Nursery 2019. The details below are relevant to this application.

Applicant's address	1, Beresford Row, The Mall, Armagh, Armagh, BT61 9AU
Gender	Female
Home Phone no	02838961489
Work Phone no	
Mobile Phone no	07706258947
Email Address	adele8@eanl.org.uk
Relationship to child	Mother
Do you have parental responsibility for this child?	<input checked="" type="checkbox"/>

Child's Details

Forename/Given Name	Penny
Middle Name(s)	
Surname/Family Name	White
Date of birth	30-07-2015
Gender	Female

Please tick this box to confirm that your child does not currently have a statement of special educational needs. As indicated on the registration page, this portal should NOT be used to apply for a place if your child already has a statement of special educational needs. However, if he/she has special needs and is undergoing assessment you should proceed with an application on this portal in parallel with the statementing process. If the statement is approved before the conclusion of this

What happens next?

PLEASE ENSURE THAT you bring your child's birth certificate and any other documents required by any pre-school/school listed on your application to the first preference setting
NO LATER THAN

12 NOON ON FRIDAY 8 FEBRUARY 2019

Stage 5 : Changing your Application

You can change your application after submission but before the closing date of midnight on 31 January 2019.

1. Log onto the Parent Portal
2. Select apply for a school place – you will see the details of the child/children you have submitted an application for with the option to view/change application
3. Select ‘change application’
4. You will be asked to confirm that you wish to change your application – **REMEMBER** *once you confirm you are changing your application your original application is no longer valid, please **REMEMBER TO SUBMIT** your application after you have changed it*
5. At ‘address details’ screen click next to leave unchanged, or;

(continued)

Stage 5 : Changing your Application

(Continued)

To change address;

- a) Select 'Home' to go back to main screen
- b) Select 'My Family'
- c) Click on your child's name
- d) Select 'use another address' and enter the postcode of the new address (drop down list will appear once you search)
- e) Click on 'select' and then 'save child' to save new address details
- f) The 'change of details' screen confirms your changes have been saved
- g) Return to 'Home ' screen
- h) Go to your child's name and select 'continue application'
- i) Your new address will appear in 'child details' screen, select 'Next'
- j) Your application is now ready to be submitted, select 'submit now'
- k) You will get an email informing you that your application has been submitted and you can preview the new submitted application.

Stage 5 : Changing your Application

(Continued)

To change your preferences or order of preferences ;

- Follow steps 1-6
- Select 'Next' at 'Additional Information'
- You are now in 'Preferred Schools' screen
- Select 'Add another preference' to add more schools
- To change order of preference use the   arrows

When you are happy with the order select 'Next' and follow steps j-k as above

Continued..

Stage 5 : Changing your Application

(Continued)

To change your preferences or order of preferences:-

- Follow steps 1-6
- Select 'Next' at 'Additional Information'
- You are now in 'Preferred Schools' screen
- Select 'Add another preference' to add more schools
- To change order of preference use the   arrows

When you are happy with the order select 'Next' and follow steps j-k as above

Continued..

Stage 5 : Changing your Application

(Continued)

- Remember changes can only be made up until 12.00 midnight on 31 January 2019
- Please bring your birth certificate and any other verifying documents needed by any pre-school/school to your first preference by 12.00 noon on Friday 8 February 2019 if you have not already done so

What happens next?

A letter will be issued to you on Thursday 9 May 2019 (for receipt on Friday 10 May 2019) to advise you of the outcome of your application