

WINDSOR HILL PRIMARY SCHOOL

APPLYING FOR POST PRIMARY SCHOOL FOR SEPTEMBER 2025

Dear Parents,

Please find accompanying this letter a leaflet from EA to guide you through applying for post primary places for your child for September 2025. Applications are preferred online, speak to me if this is a problem as we will help if we can. One important piece of advice is to make sure that you upload all the required supporting documents with your application. Schools can only make their decisions based on the details you provide in your submission. Applications must be made from noon on Tuesday 28<sup>th</sup> January to noon on Thursday 20<sup>th</sup> February.

**Pupils with Statements of Special Needs do not apply for a school place in this way** – their schools have been requested at the annual review last term.

**School Admission Criteria can be viewed at : <https://www.eani.org.uk/search-schools> .**

Parents who wish to discuss their choices, or who would like help with online applications are welcome to make an appointment with me from **Monday 3<sup>rd</sup> February right up to 19.2.25**. Applications are not considered on a first come, first served basis – No applications are sent to the schools until after the closing date and it is important that applications clearly states the necessary information.

**Interpreters can be made available if required but school should be informed as soon as possible as they must be booked in advance.**

This is a very important decision; it is vitally important that applications are not late – the closing date is 20<sup>th</sup> February 2025.

I will also email this letter to parents who have provided an email address which should allow you to link directly with this information. Please do not hesitate to contact school for help if needed.

Thank you for your continued support.

Yours faithfully,

I. McKane  
PRINCIPAL

---

Form TP/25

A: CHILD'S DETAILS \_\_\_\_\_ D.O.B \_\_\_\_\_

B: ATTENDANCE AT MEETING

I wish to make an appointment with Miss McKane. (Please tick below the day which is most suitable.)

I would like an Interpreter for our meeting. Language: \_\_\_\_\_

Monday 3<sup>rd</sup> February  Tuesday 4<sup>th</sup> February

Wednesday 5<sup>th</sup> February  Thursday 6<sup>th</sup> February

Friday 7<sup>th</sup> February  Monday 10<sup>th</sup> February

It would be more convenient to attend for interview at the following time(s) / date(s)

---

While every effort will be made to accommodate requests made, interview times will be allocated on a first come first served basis

Signed: \_\_\_\_\_ Parent / guardian Date: \_\_\_\_\_