

WINDSOR HILL PRIMARY SCHOOL

APPLYING FOR POST PRIMARY SCHOOL FOR SEPTEMBER 2024

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 2024. 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 30th September to noon on Thursday 22nd 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 Thursday 1st February right up to 21.2.24. Applications are not considered on a first come, first served basis – None are sent to the schools until after the closing date.

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 22nd February 2024.

At this stage I am unaware of EA Digital clinics, but we are very willing to support you in school.

Video guidance has also been posted on the EA website at: [Admissions Videos and Guidance | Education Authority Northern Ireland \(eani.org.uk\)](#)

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. This is a really important decision and providing the correct information on your application is essential.

Yours faithfully,
I. McKane
PRINCIPAL

Form TP/24

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: _____

Thursday 1st February Friday 2nd February

Wednesday 7th February Thursday 8th 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: _____