



## Digital Admissions Parent Portal Guidance December 2018



### Step 1 : Online Registration

Having considered which school or preschool you wish to apply to: click on parent portal at [www.eanl.org.uk/admissions](http://www.eanl.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



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



### 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



Parent Portal



Please log in to the Parent Portal for the EA Education Authority. If you are not logged in, you will be asked to log in. If you are already logged in, you will be taken to the Parent Portal. If you are not logged in, you will be asked to log in. If you are already logged in, you will be taken to the Parent Portal.



### Use of Parent Portal

Before making an application on the EANL 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/children 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



### Step 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



## Step 3 : Making your Application

(Continued)

- 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 1<sup>st</sup> 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



## Step 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. 'Killyclogher' for St Mary's, Killyclogher etc.
- Legislation requires Pre-School providers to give priority to children in their final pre-school year who are from socially disadvantaged circumstances



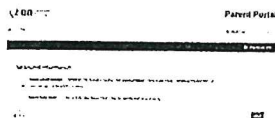
## What happens next?

- You have now completed your application ready for submission



## SOCIAL DISADVANTAGE (pre-school only)

- If applying for pre-school – please confirm re social disadvantage circumstances (eg) in receipt of Income Support or Jobseekers Allowance



- 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 schools/playgroups or from Jobs & Benefits Offices



## Step 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

## (Continued)

- 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 your application and the pre-school(s)/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



**You can make changes to your application after submission up until 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 to change address please do as follows:-

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- To view the submitted information select 'preview'



## (Continued)

**To change address:**

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



**PLEASE ENSURE THAT** you bring your child's birth certificate and any other documents required as per the admission criteria of ALL pre-school(s)/school(s) listed on your application to the first preference setting

**NO LATER THAN  
12 NOON ON FRIDAY 8 FEBRUARY 2019**



## (Continued)

**To change your preferences or order of preferences :**

- Follow steps 1-4
- 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

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### Step 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 required by ALL pre-school(s)/school(s) listed on your application to your first preference setting 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