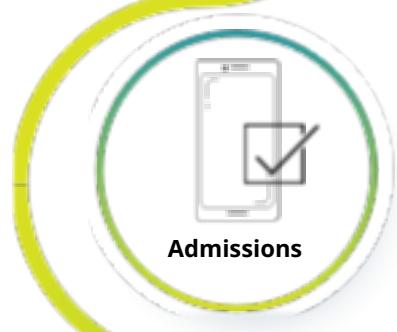


Transfer to Post Primary September 2026

Primary school principals have always played an invaluable role in supporting parents as they prepare to apply for a Post Primary school place for their child. Your support in the past was very much appreciated and we are seeking your assistance again this year.

- EA Connect will open on **27 January 2026 at 12 noon** and close on **19 February 2026 at 12 noon** for Year 8 Post Primary applications.
- The Admissions Helpdesk is open on 028 9047 0177, from Monday to Friday 8.30am to 4.30pm, throughout the application window.
- The helpdesk can be emailed on postprimaryadmissions@eani.org.uk



We are requesting schools help us to support parents by:



Circulate leaflet to parents

Please share the attached leaflet '**Applying for a Pre School or School Place for September 2026**' to the parents of your P7 pupils, except for pupils with a formal statement of Special Educational Needs. The leaflet can also be downloaded from the [EA website](#).

Reinforce key messages

Please share the key messages (below) which provide important information for parents on Post Primary applications.

Signpost to online resources

A number of useful resources have been developed which include admissions criteria, tutorial videos, FAQs and guides to support parents with the Post Primary application process via EA Connect on the [Admissions Support](#) section of the EA website.

View the position of applications for your P7 pupils

EA Connect features a 'P7 Transfers' screen for schools to access information on the applications as they are made. This improved functionality enables school users to view the status of applications:



not started

started but not submitted

has been submitted

Pupil details entered on applications must match with EA records before they are displayed in school views. If a pupil has changed address or moved to a different Primary school etc. they must be 'matched' in the EA back office. This will not prevent a parent from making an application but there might be a slight delay before the pupil application appears on your list.



- The 'Apply Now' link for Post Primary applications will be live on the EA website from **27 January at 12 noon**. Applications will close on **19 February at 12 noon**.
- Applications are **not** considered on a first come, first served basis.
- Applications received after 12 noon on 19 February will be treated as 'late' by the school and this may affect the chance of being offered a place in the school.
- It is recommended that parents use a supported internet browser e.g. Google Chrome, Microsoft Edge, Safari etc. The application **will not** work on Internet Explorer.
- It is the responsibility of parents to check that all relevant information is included on their child's application before submitting it.
- A number of resources are available online including tutorial videos, FAQs and guides to support parents with the Post Primary application process via **EA Connect**.
- Parents can check if their child would be **eligible for transport** assistance to school on the [EA website - Check Transport Eligibility](#).
- Parents have the right to express school preferences, but no child can be guaranteed a place at any particular school. More than half of Post Primary schools are oversubscribed and not all children who apply will receive a place at an oversubscribed school.

To ensure a child has the best chance of being offered a Post Primary school place of their choice, it is strongly recommended that **at least four schools** are listed in the order of preference, including at least one non-grammar school.

Up to 12 schools can be listed on the application and if more are needed these may be emailed to the EA Post Primary Admissions mailbox at postprimaryadmissions@eani.org.uk

- It is important that parents **read the admissions criteria** of the schools they are considering. This will help them to assess if their child is likely to be offered a place.

The criteria inform how the school will decide which children will be selected if the school is oversubscribed. Parents should think about how well their child meets the criteria which can be found on the EA website. If parents have queries on a school's criteria they should contact the school for clarification.

Information on the number of applications the school received in previous years and the number of pupils who were accepted are included in the school's criteria to let parents know if the school is usually oversubscribed.

Special Educational Needs

If a pupil is currently undergoing statutory assessment and does not yet have a **Statement of Special Educational Needs**, their parent will need to apply for a post primary school place.

If a pupil has a **Statement of Special Educational Needs**, placement will be discussed as part of the annual review of the child's statement and therefore an application should not be made on EA Connect.

Parents can contact the **Statutory Assessment and Review Service** on **028 9031 7777**, Option 1.

Admissions guide

The '[Post Primary Admissions Guide for Primary School Users \(P7 Transfer\)](#)' is a step-by-step guide for Primary School users on how to access EA Connect and view your P7 School Leavers List. It also includes the top FAQs we receive from schools. It is available on the [Admissions Guidance](#) section of the Resource Hub.

If you have any queries or updates in relation to your P7 Leavers List, please send them through to postprimaryadmissions@eani.org.uk Please note, children with a statement of special educational needs should not appear on the list.

Top Frequently Asked Question - Logging into EA Connect

Applications and Annual Reviews can be accessed from the same EA Connect Account. In the login screen, enter your relevant credentials and click Login.

If you have forgotten your password, please use the Forgot password link to confirm your user email address and reset your password.

Please note that the email address you enter must be the one which is registered on the portal i.e. your c2kni.net, c2ken.net or ni.sch.uk addresses are not interchangeable.