

EDUCATION AUTHORITY FOR NORTHERN IRELAND

NOTES FOR GUIDANCE ON COMPLETION OF FORM AP1

Apart from a change of residence or expulsion, a pupil should not leave one school BEFORE a place is secured in another school. There are very strict rules in relation to assistance with transport. Details are available from the Transport Section of North Eastern Region ☎ 028 25662276.

1. Any reference to "Parent" may be taken to include any person who holds parental responsibility for the child as defined in The Children (Northern Ireland) Order 1995.
2. Parents are advised to:
 - i. read the school's admissions criteria carefully. Copies are available from each school.
 - ii. consult the Principal of their child's present school and the Principal of the school to which they are making application; and
 - iii. ensure that all information relevant to the school to which they are applying is attached to the application form. If making application to a grammar school this may include school reports, public examination results or other reports in support of the application.
3. Decisions regarding the admission of pupils to a school are a matter for the Board of Governors of the school. The Principal, on behalf of the Board of Governors of the school, will inform you of its decision and if appropriate, of any complaint/appeal procedure.
4. The legislation currently in place (the Education (Northern Ireland) Order 1997) provides an opportunity for parents to state their preference or preferences as to which school(s) they wish their child(ren) to attend. Schools must conform with these preferences unless one of the following applies:
 - i. The admissions number set for a particular year group would be exceeded by the admission of the child.
The admissions and enrolment numbers reflect the level of accommodation available at the school and are set by the Department of Education.
 - ii. The enrolment number set for the school as a whole would be exceeded by the admission of the child.
 - iii. The admission of the child would be prejudicial to the efficient use of resources (does not apply to admission to Year 1 or Year 8 (or Year 11 in a Senior High School)).
 - iv. For admission to Years 13/14 (Sixth Form) the pupil's achievements are not considered adequate for the courses to be followed. Often this, relates to the results achieved in public examinations. There is no right of appeal for years 13/14.
 - v. There are insufficient places available to admit all the children for whom places are sought. In this situation the school's admissions criteria will be applied to identify the children who will be admitted as they best satisfy the criteria.

In the case of i, iii. and v. you have the right to register a complaint if you consider a school has not acted correctly or reasonably in refusing your child admission.

The complaint will be dealt with by the Department of Education in the case of i or iii. as an appeal by an Independent Appeal Tribunal arranged by the appropriate region of the Education Authority in the case of v.

If you wish to register a complaint to the Department of Education you should write to School Access Team, Department of Education, Rathgael House, Balloo Road, Bangor BT19 7PR.

For appeals to an Independent Appeal Tribunal you should write to the The Clerk to the Tribunal, North Eastern Region, Education Authority, County Hall, 182 Galgorm Road, Ballymena, Co Antrim BT42 1HN.

Your letter must be received within 10 working days of the date on the letter from the principal of the school which indicated the decision.