

# EDUCATION AUTHORITY FOR NORTHERN IRELAND

**APPLICATION FOR ADMISSION TO A PRIMARY/SECONDARY SCHOOL OTHER THAN YEARS 1 AND 8**  
*(This form should not be used if your child has a Statement of Special Educational Needs)*

CHILD'S \*SURNAME: \_\_\_\_\_ DATE OF BIRTH: 

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\*FORENAMES: \_\_\_\_\_ DAYTIME TEL NO: \_\_\_\_\_  
\*as recorded on birth certificate

MALE:  FEMALE:

PRESENT HOME ADDRESS OF CHILD: \_\_\_\_\_

POST CODE: \_\_\_\_\_

CHANGE OF ADDRESS OF APPLICANT (if different from above): \_\_\_\_\_

POST CODE: \_\_\_\_\_

DATE OF CHANGE OF ADDRESS (if applicable): 

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SCHOOL CURRENTLY ATTENDING: \_\_\_\_\_

If not attending a school at present give the name of the school previously attended  
 \_\_\_\_\_ and the date of last attendance: 

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REASON FOR LEAVING/WISHING TO LEAVE: \_\_\_\_\_  
 \_\_\_\_\_ CURRENT YEAR GROUP: 

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SEEKING ADMISSION TO: \_\_\_\_\_ School/College

With effect from:  As soon as possible  Start of next term  Start of new school year  
(please tick box(es))

Reason for nominating this school eg. Parent attended the school, nearest controlled school, nearest maintained school, nearest integrated school, sibling at school, special circumstances etc. It is important that all relevant information is given.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

I hereby make application for a place for my child in the above-named school and certify that:  
 a) the details which I have given are correct;  
 b) the address which I have given is the child's home address.

SIGNED: \_\_\_\_\_ Parent/Guardian DATE: 

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Please Print Name: \_\_\_\_\_

*This form should be returned to the School.*

You will normally be advised of the school's decision by the 11<sup>th</sup> working day after receipt of the application.

NOTE TO SCHOOL: A copy of the letter of acceptance/non-acceptance by the school to the parent MUST be forwarded to the Transfer/Open Enrolment Branch, North Eastern Region, Education Authority, County Hall, 182 Galgorm Road, Ballymena, Co Antrim, BT42 1HN.