

**Subject:****OPEN ENROLMENT IN NURSERY, PRIMARY  
AND POST PRIMARY SCHOOLS –  
TIMETABLES****Circular Number:**  
**2021/23****Date of Issue:**  
**16 November 2021****Target Audience:**

- Principals and Boards of Governors of all Grant-Aided Nursery Schools, Grant-Aided Primary Schools and Grant-Aided Post Primary Schools;
- Education Authority;
- The Council for Catholic Maintained Schools.

**Summary of Contents:**

This Circular provides the Open Enrolment timetables for nursery, primary and post primary schools for admissions to take place in September 2022.

**Enquiries:**

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**Governor Awareness:**  
Essential**Status of Contents:**  
Advice for Principals and  
Boards of Governors**Related Documents:**  
2018/16 (Nursery)  
2016/17 (Primary)  
2016/15 (Post Primary)**Superseded Documents:**  
2020/11**Expiry Date:**  
Not Applicable**Department of Education**  
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## **INTRODUCTION**

1. This Circular provides the timetables for nursery, primary and post-primary school procedures under Open Enrolment for admissions to take place in September 2022.
2. This Circular should be read in conjunction with the corresponding Open Enrolment Circular as appropriate, i.e. for Nursery Schools – Circular number 2018/16, for Primary Schools – Circular number 2016/17 and for Post Primary Schools – Circular number 2016/15.
3. This Circular will be updated annually and re-issued accordingly.

A handwritten signature in black ink, appearing to be 'SH' followed by a long, horizontal, wavy line.

**SCOTT HARBINSON**  
**Head of School Admissions Team**

## **OPEN ENROLMENT IN PRE-SCHOOL**

### **TIMETABLE – SEPTEMBER 2022**

October/November 2021	Boards of Governors/Management Committees review admissions policies.
No later than Thursday 25 November 2021	Pre-Schools return amended admissions criteria to EA.
Friday 17 December 2021	EA publishes information on website about the pre-school admissions procedure and admissions criteria for schools/providers.
<p>Monday 10 January 2022 (opens 12 noon)</p> <p>An application will be treated as <u>punctual</u> if received on or before 28 January 2022 (12 noon).</p> <p>During the admissions procedure when applying the criteria <u>punctual</u> applications are considered before <u>late</u> applications are considered.</p> <p>During the admissions procedure applications are not considered on a 'First Come First Served Basis'</p> <p>Target Age only considered in Stage 1. Stage 1 closes 26 April 2022, Stage 2 opens on 28 April 2022</p>	<p><b><u>Pre-School application procedure opens with online portal available</u></b></p> <p><b>Note:</b> When an application is submitted an applicant <b><u>must</u></b> provide supporting documents <b>if</b> requested by <b>ANY</b> preference listed. (A parent must read the published admissions criteria of their listed preferences to find out if any documentation is requested by a pre-school provider).</p> <p>In addition to any documents required the applicant <b><u>must</u></b> also upload or submit the <b>CHILD'S BIRTH CERTIFICATE</b>. Any applicant in receipt of benefit defined under the 'Socially Disadvantaged' criterion <b><u>must provide verification</u></b>.</p> <ul style="list-style-type: none"> <li>• The published admissions criteria of pre-schools can be accessed at <a href="https://www.eani.org.uk">https://www.eani.org.uk</a></li> <li>• The Pre-School application procedure when published by the Education Authority will provide guidance on how supporting documents can be provided to the Pre-School of 1<sup>st</sup> preference.</li> </ul>
<p>Friday 28 January 2022 at 12 noon</p> <p><b>Note: Online Portal will not be accessible after this date/time to apply.</b></p>	<p>Date/time by which parents submit application and documents in support of their application (<b><u>treated as punctual</u></b>).</p> <p>An application received after 12 noon on 28 January 2022 <b><u>treated as late</u></b>: - Target Age <b><u>late</u></b> in Stage 1; or Underage <b><u>late</u></b> throughout the procedure.</p> <p>Applicants will be guided after the Online Citizen Portal Closes on how to complete a late application.</p>

<p>At or before 12 noon on Friday 4 February 2022</p>	<p><b><u>Deadline date/time</u></b> a parent can provide for any preference listed, documents in support of their application or any new additional supporting information that was not available at time of application.</p> <p>Supporting documents will be treated as <b>punctual</b> or <b>late</b> depending on when application submitted. NB This does not refer to the birth certificate, which must be submitted for all applicants. *Supporting documents received after 12noon on 4 February will be considered in Stage 2.</p> <p><b><u>Final date/time for</u></b> Change of Preference in Exceptional Circumstances (CoPEC) requests to be received by the Education Authority (EA) including all relevant evidence. CoPEC received after this date/time will not be considered. <b>If an application requires a change of preference in exceptional circumstances after 12 noon on 4 February an application will need to be withdrawn and then a new application submitted when Stage 2 opens on 28 April 2022.</b></p> <p>Final date/time for a new target Stage 1 or underage application and any documents in support of the application (treated as late). <b>Applicants who still need to apply after 12 noon on 4 February must apply in Stage 2 of the Pre-School Admissions procedure when it opens on 28 April 2022 (application processed in Stage 2)</b></p> <p><b>*Note:</b> Information for pre-schools - it is important that pre-schools that are oversubscribed with applications, and who consider themselves covered by the terms of duty to verify, should study carefully the 'Duty to Verify' guidance published by the Department. The date of 4 Feb is a timetable date and not a confirmation that it is also a pre-schools deadline date where 'Duty to Verify' is exercised.</p>
<p>Tuesday 15 February 2022</p>	<p>As appropriate PEG will issue allocation to Playgroups.</p>

<b>STAGE ONE – CONSIDERATION OF TARGET AGE CHILDREN (I.E. CHILDREN IN THEIR FINAL PRE-SCHOOL YEAR)</b>	
On or before Wednesday 16 February 2022	<p>Date by which providers select target pre-school children at first preference for Stage 1.</p> <p>Date by which providers forward EA all supporting documents that had <b>ONLY been received directly to the provider from an applicant</b> for a child not selected at first preference for forwarding on to next preference. (Documents uploaded by an applicant on the EA Document Portal <b><u>should not be returned</u></b> by the Provider to the EA).</p> <p>Providers oversubscribed with target age applications to forward to <b><u>EA underage applications/supporting documents that were received directly by the provider from the parent.</u></b></p>
Friday 25 February 2022	PEG consider Playgroups with less than eight applications at <b>Stage 1</b> for withdrawal.
Tuesday 26 April 2022 (Admissions procedure for Pre-School Stage 1 closes)	<p><b><u>Close of Stage 1 Admissions Procedure</u></b></p> <p><b>Parents receive notification of outcome of application via online Citizen Portal (opens 28 April).</b></p> <p><b>Pre-schools may choose to notify parents by post (for receipt on 28 April 2022).</b></p> <p>For receipt by parents on 28 April 2022 - EA notifies parents of children yet to secure a funded place for their child and asks parents to nominate further preferences.</p>
<b><u>END OF STAGE ONE</u></b>	

<b>STAGE TWO – INCLUDES CONSIDERATION OF TARGET AGE CHILDREN WHO HAVE NOT SECURED A PLACE AND UNDERAGE PRE SCHOOL CHILDREN</b>	
Thursday 28 April 2022 Stage 2 of Pre-school Admissions Procedure commences	<p>Citizen Portal Opens for parents to view the outcome of their pre-school application (Applicable for Stage 1 – Target Age).</p> <p>A parent may also receive the outcome by letter on this date, but this will only be applicable where a pre-school decided to issue by letter in addition to the option to view the Citizen Portal. EA notifies parents of children who have not yet secured a place and asks for further preferences to be submitted.</p>

	(Verification documents asked for by pre-school if relevant from parents).
Friday 6 May 2022 (Not later than 4pm)	<p><b>A list of funded pre-school places available will be published on the EA website on 28 April 2022</b></p> <p><b><u>(a) Target Age offered a funded place Stage 1</u></b>  <b>Deadline for</b> parent wanting to submit another preference(s) due to wanting to decline Stage 1 offer. Parent will need to withdraw offer and submit a new application/supporting documents <b>(treated as <u>late</u>)</b>. <b>Received after 4pm on 6 May 2022 not processed until after Stage 2 closed.</b></p> <p><b><u>(b) New Underage 1<sup>st</sup> time</u></b>  <b>application/supporting documents (treated as <u>late</u>)</b>. <b>Submitted after 4pm on 6 May 2022 not processed until after Stage 2 closed.</b></p> <p><b>Note:</b> Additional documents for an underage punctual application received by 12 noon 28 January 2022 can be submitted no later than 4pm on 6 May 2022 (treated as punctual)</p> <p><b>Note: Additional funded places will not be granted to a provider for a child who has already been offered a funded place in another setting.</b></p>
Monday 9 May 2022 (not later than 4pm for Appeal form)	Deadline for receipt of appeal forms for <b>Stage 1 for Nursery Schools/Units</b> to be received by EA ( <b>not later than 4pm</b> ).
Thursday 12 May 2022 (not later than 4pm)	<b>By 4pm</b> Final date for receipt of <b>Target Age further preferences i.e. where not offered a place in Stage 1</b> or receipt of a <b>New 1<sup>st</sup> time Target age</b> application/supporting documents or where an applicant has new supporting documents for an application made in Stage 1 (information processed to the provider for their consideration). Received after 4pm on 12 May 2022 not processed until after Stage 2 closed.

Friday 13 May 2022	Date by which playgroups with less than eight applications will be considered by PEG within <b>Stage 2</b> for withdrawal.
Monday 16 May 2022	Date by which further preferences that were received for target age children who had not secured an offer at Stage 1 to be available to providers for processing in Stage 2.
Tuesday 14 June 2022 (Pre-School Admissions procedure closes with the end of Stage 2)	<p><b>A list of funded pre-school places available will be published on the EA website on 16 June 2022</b></p> <p><u>Close of Stage 2 – Parents receive notification of outcome of application on 16 June 2022.</u></p> <p>For receipt on 16 June 2022 - the EA notifies parents of children yet to secure a place for their child and guides parents to contact pre-school providers directly.</p>
Thursday 16 June 2022	<p>Parents receive outcome of Stage 2 Application.</p> <p>(Verification documents asked for by pre-schools, if relevant, from parents).</p>
Monday 27 June 2022 (Not later than 4pm)	Deadline for receipt of appeal forms for Stage 2 against decision of Nursery Schools /Units to be received by EA ( <b>not later than 4pm</b> ).
July/August 2022	Independent Tribunals hear appeals.

## **OPEN ENROLMENT IN PRIMARY SCHOOL**

### **TIMETABLE – SEPTEMBER 2022**

October/November 2021	The Department of Education to notify enrolment and admission numbers for each school, where a change is being proposed to the Board of Governors.
October/November 2021	Boards of Governors review admissions policies.
No later than Thursday 18 November 2021	Schools return amended admissions criteria to EA
Friday 17 December 2021	EA publishes information on website about the primary one admissions procedure and admissions criteria for schools.  <i><b>*Note:</b> Final date for publication of prospectuses by primary schools. (Not later than 6 weeks before parents express preferences).</i>
Monday 10 January 2022 (opens 12 noon)  During the admissions procedure when applying the criteria <u>punctual</u> applications are considered before <u>late</u> applications are considered.  During the admissions procedure applications are not considered on a 'First Come First Served Basis'	<b><u>Primary One application procedure opens with online portal available</u></b>  Note: When an application is submitted an applicant must provide supporting *documents <b>if</b> requested by <b>ANY</b> preference listed. (A parent must read the published admissions criteria of their listed preferences to find out if any documentation is requested by a school).  <b>*In addition to any documents required the applicant <u>must</u> also provide <u>the CHILD'S BIRTH CERTIFICATE.</u></b>
Friday 28 January 2022 At 12 noon <b>Note:</b> Online Portal will not be accessible after this date/time to apply.	Date/time by which parents submit an application and documents* in support of their application ( <b><u>treated as punctual</u></b> ).  An application received after 12 noon on 28 January 2022 <b><u>treated as late</u></b> .  Applicants will be guided after the Online Portal closes on how to complete a late application.



<p>At or before 12 noon on Friday 4 February 2022</p>	<p><b><u>Deadline date/time</u></b> a parent can provide documents in support of their application for any preference listed, or any new additional supporting information that was not available at time of application.</p> <p>Supporting documents will be treated as <b>punctual</b> or <b>late</b> depending on when application submitted. <b>NB:</b> This does not refer to the birth certificate, which <b>must</b> be submitted for all applicants.</p> <p><b>Final date/time</b> for Change of Preference in Exceptional Circumstances requests (CoPEC) to be received by the EA - including all relevant evidence. CoPEC received after this date/time will not be considered.</p> <p>Final date/time for a new P1 application and any documents in support of the application (treated as <u>late</u>). Applications/Documents received after 12 noon on 4 February 2022 will not be processed until the close of the primary admissions procedure.</p> <p>NB Information for schools - it is important that schools that are oversubscribed with applications, and who consider themselves covered by the terms of the duty to verify study carefully the 'Duty to Verify' guidance published by the Department of Education. The date of 4 February 2022 is an admissions procedure timetable date and not a confirmation that it is also a school's deadline date where 'Duty to Verify' is exercised.</p>
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On or before Wednesday 16 February 2022	<p>Date by which primary schools select pupils at first preference stage.</p> <p>Date by which schools send EA <b>all supporting documents</b> received for children refused at first preference for forwarding on to next preference.</p>
Tuesday 26 April 2022	Close of P1 Admissions Procedure
Thursday 28 April 2022	<p>Citizen Portal opens for parents to view the outcome of their P1 application.</p> <p>Schools may choose to notify parents by letter (for receipt on 28 April)</p> <p>EA notifies parents of children who have not yet secured a place and asks parents to nominate further preferences.</p> <p>EA publishes information on website on schools where P1 places remain available and late application information.</p> <p>(Verification documents requested by schools from parents, if relevant).</p>
Monday 9 May 2022 (not later than 4pm)	Deadline for receipt of appeal forms for <b>Primary One</b> to be received by EA ( <b>not later than 4 pm</b> ).
June-August 2022	Independent Tribunals hear appeals.

## OPEN ENROLMENT IN POST-PRIMARY SCHOOLS

### TIMETABLE – SEPTEMBER 2022

24 September 2021 (closes 2pm)	Closing date for registration for academic selection (PPTC/GL).
24 September 2021 (closes 5pm)	Closing date for registration for academic selection (AQE).
October/November 2021	Boards of Governors review admissions policies
October/November 2021	The Department of Education to notify enrolment and admission numbers, for each school where a change is being proposed, to the Board of Governors.
Saturday 13 November 2021	GL/PPTC Assessment.
Saturday 20 November 2021	First AQE Assessment.
Saturday 27 November 2021	Second AQE Assessment.
No later than Friday 3 December 2021	Schools return amended admissions criteria to EA.
Saturday 4 December 2021	Third AQE Assessment.
Saturday 11 December 2021	GL/PPTC Supplementary Assessment
Wednesday 15 December 2021 (2pm)	GL/PPTC – deadline for registering claims for special circumstances
Wednesday 12 January 2022	Final date for publication of prospectuses by post-primary schools. (Not later than six weeks before parents express preferences).  EA publishes information on website about post-primary schools.
Tuesday 1 February 2022 (opens 12 noon)	<b><u>Post-primary application process opens with online portal available (from 12 noon) for parents to apply for Year 8 admission.</u></b>
Saturday 5 February 2022	Results of Entrance Tests (AQE and GL) received by parents.
Monday 14 February 2022	AQE - Final date/time for request to remark
Tuesday 22 February 2022 (closes 2pm)	GL/PPTC - Final date/time for request to remark
Wednesday 23 February 2022	<b><u>Online portal closes at 4pm for Year 8 post-primary applications.</u></b>

(closes 4pm)	<b>Note:</b> The online portal will not be accessible for post-primary applications after this date/time.
Wednesday 9 March 2022 (not later than 4pm)	Final date for receipt of new applications/additional information or changes of preference <b>in exceptional circumstances</b> by EA no later than 4pm. Any applications/information received after this date/time will not be processed until after the end of the procedure.  <b>Last date for parents to communicate FSME.</b>
Thursday 10 March 2022	On or before this date post-primary schools select first preference applications.  Thereafter the clearing house processing of applications continues until the end of the post-primary admissions procedure.
Thursday 28 April 2022	Last date for schools to request temporary variations from the Department of Education. Requests received after this date may not be progressed.
Wednesday 18 May 2022 (Admissions procedure for Year 8 closes)	Close of Year 8 Transfer Procedure.  Schools prepare any correspondence for issue to parents.
Saturday 21 May 2022	Parents receive notification of outcome of applications on <b>Saturday 21 May via Portal</b> . Admissions Helpdesk operational.  Schools may choose to notify decision by post for receipt by parents on <b>Saturday 21 May</b> . (Verification documents asked for by schools, if relevant, from parents).  EA notifies parents of children who have not yet secured a place and asks parents to nominate further preferences.  EA publishes information on website on schools where Year 8 places remain available and late application information.
Tuesday 31 May 2022 (closes 4pm)	Deadline for receipt of appeal forms against Year 8 decisions by post-primary schools ( <b>no later than 4pm</b> ).
June/July/August 2022	Independent Tribunals hear appeals.

In this timetable where it refers to 'documents in support' of a parent's application this means documentation such as birth certificate (in the case of admission to pre-school and primary) and any documentation/information that may be requested in the published admissions criteria of the preference(s) listed by a parent.

In this timetable where it refers to 'additional supporting information' this means information that may not have been available at the time of application and parents have by the deadline date as published to submit same.