

Subject:**OPEN ENROLMENT IN NURSERY,
PRIMARY, POST PRIMARY AND SENIOR
HIGH SCHOOLS –TIMETABLES****Circular Number:**
2022/11**Date of Issue:**
10 October 2022**Target Audience:**

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

Summary of Contents:

This Circular provides the Open Enrolment timetables for nursery, primary, post primary and senior high schools for admissions to take place in September 2023.

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2016/15 (Post Primary)**Superseded Documents:**
2021/23**Expiry Date:**
Not Applicable**Department of Education**
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INTRODUCTION

1. This Circular provides the timetables for nursery, primary, post-primary and senior high schools procedures under Open Enrolment for admissions to take place in September 2023.
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 2023

October/November 2022	Boards of Governors/Management Committees review admissions policies.
No later than Wednesday 16 November 2022	Pre-Schools return amended admissions criteria to EA.
Tuesday 13 December 2022	EA publishes information on website about the pre-school admissions procedure and admissions criteria for schools/providers.
<p>Tuesday 10 January 2023 (opens 12 noon)</p> <p>An application will be treated as <u>punctual</u> if received on or before 27 January 2023 (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><u>Pre-School application procedure opens with online portal available</u></p> <p>Note: When an application is submitted applicant <u>must</u> provide supporting documents if requested by ANY preference listed. (An applicant 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 applicant must also upload or submit the CHILD'S BIRTH CERTIFICATE. Any applicant in receipt of benefit defined under the 'Socially Disadvantaged' criterion must provide verification.</p> <ul style="list-style-type: none"> The Pre-School application procedure when published by the Education Authority will provide guidance on how documents can be provided in support of an application. <p>Target Age/Final Pre-School Age (not including late deferrals) only considered in Stage 1. Stage 1 closes 25 April 2023.</p> <ul style="list-style-type: none"> Stage 2 opens on 27 April 2023 includes applications related to late deferrals and Underage children
<p>Friday 27 January 2023 at 12 noon</p> <p>Note: Online Portal will not be accessible after this date/time to apply. Will reopen in Stage 2 of pre-school procedure</p>	<p>Date/time by which applicants submit application and documents in support of their application (<u>treated as punctual</u>).</p> <p>An application received after 12 noon on 27 January 2023 and by 4pm on 31 January 2023, treated as late.</p> <p>Applicants will be guided after the Online Portal Closes on how to complete a late application.</p>

<p>On or before 4pm on Tuesday 31 January 2023</p>	<p><u>Deadline date/time</u> an applicant can provide for any preference listed, documents in support of their application.</p> <p>Supporting documents will be treated as punctual or late 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 4pm on 31 January 2023 will be considered in Stage 2.</p> <p>Final date/time for Change of Preference in Exceptional Circumstances (CoPEC) requests by email to EA from applicants - including all relevant evidence. CoPEC received after this date/time will not be considered. If an applicant requires a change of preference in exceptional circumstances after 4pm on 31 January their application will need to be withdrawn and then a new application submitted when Stage 2 opens on 27 April 2023.</p> <p>Final date for a new pre-school application and any supporting documents (treated as late). Applicants who still need to apply after 4pm on 31 January 2023 can do so in Stage 2 of the Pre-School Admissions procedure when it opens on 27 April 2023).</p> <p>NB Information for pre-schools - It is important that pre-schools who 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 Dept. of Education. The date of 31 January is not a deadline date for 'Duty to Verify' to be exercised</p>
<p>On or before Friday 10 February 2023</p>	<p>As appropriate PEG will issue allocation of funded places to Playgroups.</p>

STAGE ONE – CONSIDERATION OF TARGET AGE/FINAL PRE-SCHOOL AGE CHILDREN (NOT APPLICATIONS RELATING TO LATE DEFERRALS)	
On or before Wednesday 15 February 2023	<p>Date by which providers select children at first preference for Stage 1.</p> <p>Date by which providers forward EA all supporting documents received directly from the applicant for a child not selected at first preference for forwarding on to next preference. (Documents uploaded by an applicant on the EA Portal should not be returned by the Provider to the EA).</p> <p>Providers oversubscribed with target age/final pre-school age (including deferral) applications to forward to <u>EA any underage or late deferral applications/supporting documents that were received directly by the provider from the applicant.</u></p>
Friday 24 February 2023	PEG consider Playgroups with less than eight applications at Stage 1 for withdrawal.
Tuesday 25 April 2023	<p><u>Close of Stage 1 Admissions Procedure</u></p> <p><u>Refer to 27 April 2023 date - Notifications to be received on that day by applicants</u></p>
Thursday 27 April 2023	<p>Applicants receive notification of outcome of application on 27 April by email where one is held or by letter from EA or where applicable from the Pre-School provider. i.e. for applications processed in Stage 1.</p> <p>(Pre-Schools seek verification documents from applicants where applicable).</p>
<u>END OF STAGE ONE</u>	

PRE-SCHOOL STAGE TWO – INCLUDES CONSIDERATION OF TARGET AGE CHILDREN WHO HAVE NOT SECURED A PLACE, APPLICATIONS RELATING TO LATE DEFERRALS AND UNDERAGE CHILDREN	
Thursday 27 April 2023 Stage 2 of Pre-school Admissions Procedure commences	<p>EA notifies applicants of children who have not yet secured a place and asks for further preferences to be submitted.</p> <p>EA publishes information on website on pre-schools where funded places remain available</p>

Tuesday 2 May 2023	Date from which applicants can lodge a Nursery Stage 1 Admissions Appeal
Friday 5 May 2023 (Not later than 4pm)	<p>Final Date for:-</p> <ul style="list-style-type: none"> - receipt of Target Age further preferences/documents i.e. where not offered a place in Stage 1 (Treated as punctual); - receipt of a New 1st time Target age application/documents (Treated as Punctual); - receipt of a pre-school application related to a Late P1 Deferral (Treated as Punctual); - receipt of another preference(s) for an applicant who declined a Stage 1 offer (Treated as late); - receipt of New 1st time Underage application/documents (Treated as late) <p>Supporting documents will be treated as punctual or late 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 4pm on 5 May 2023 will be considered after Stage 2.</p> <p>After 4pm 5 May 2023 an application can be submitted but only from 13 June 2023. Funded places available published on EA website 13 June.</p> <p>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.</p>
Thursday 11 May 2023 (not later than 4pm)	Deadline for receipt of appeal form for Nursery Stage 1 to be received by EA (not later than 4pm)

Friday 12 May 2023	Date by which playgroups with less than eight applications will be considered by PEG within Stage 2 for withdrawal.
On or before Monday 15 May 2023	Providers to advise EA of pupils selected at Stage 2 and for applications/documents of children not selected to move to further listed preference(s) for consideration.
Friday 9 June 2023	<p><u>Close of Pre-School Stage 2 Admissions Procedure</u></p> <p><u>Refer to 13 June 2023 date - Notifications to be received on that day by applicants</u></p>
Tuesday 13 June 2023	<p>Applicants receive outcome of Stage 2 application by email where one is held or by letter from the EA or from the Pre-School.</p> <p>For receipt by applicants on 13 June - EA notifies applicants of children yet to secure a funded place for their child and asks applicants to nominate further preferences.</p> <p>EA publishes information on website on pre-schools where funded places remain available. Further guidance on how to apply after close of Stage 2 will be available.</p>
Thursday 15 June 2023	Date from which applicants can lodge a Nursery Stage 2 Admissions Appeal
Friday 23 June 2023 (Not later than 4pm)	Deadline for receipt of appeal forms for Stage 2 against decision of Nursery Schools /Units to be received by EA (not later than 4pm).
July/August 2023	Independent Tribunals hear appeals.

OPEN ENROLMENT IN PRIMARY SCHOOL

TIMETABLE – SEPTEMBER 2023

October/November 2022	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 2022	Boards of Governors review admissions policies.
No later than Wednesday 16 November 2022	Schools return amended admissions criteria to EA
Tuesday 13 December 2022	EA publishes information on website about the primary one admissions procedure and admissions criteria for schools. <i>*Note: Final date for publication of prospectuses by primary schools. (Not later than 6 weeks before applicants express preferences).</i>
Tuesday 10 January 2023 (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'	<u>Primary One application procedure opens with online portal available</u> Note: When an application is submitted an applicant must provide supporting *documents if requested by ANY preference listed. (An applicant must read the published admissions criteria of their listed preferences to find out if any documentation is requested by a school). *In addition to any documents required the applicant <u>must</u> also provide <u>the CHILD'S BIRTH CERTIFICATE.</u>
Friday 27 January 2023 At 12 noon Note: Online Portal will not be accessible after this date/time to apply.	Date/time by which applicants submit an application and documents in support of their application (treated as <u>punctual</u>) . An application received after 12 noon on 27 January 2023 treated as <u>late</u> . Applicants will be guided after the Online Portal closes on how to complete a late application.

<p>On or before 4pm on Tuesday 31 January 2023</p>	<p><u>Deadline date/time</u> an applicant can provide for any preference listed, documents in support of their application.</p> <p>Supporting documents will be treated as punctual or late depending on when application submitted. NB: This does not refer to the birth certificate, which must be submitted for all applicants.</p> <p>Final date/time for Change of Preference in Exceptional Circumstances (CoPEC) requests by email to EA from applicants - 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 4pm on 31 January 2023 will not be processed until the close of the primary admissions procedure.</p> <p>NB Information for schools - it is important that schools who 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 Dept of Education. The date of 31 January is not a deadline date for 'Duty to Verify' to be exercised.</p>
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On or before Wednesday 15 February 2023	<p>Date by which primary schools select pupils at first preference stage.</p> <p>Date by which schools forward EA all supporting documents received directly from the applicant for a child not selected at first preference for forwarding on to next preference. (Documents uploaded by an applicant on the EA Portal should not be returned by the Provider to the EA).</p>
Tuesday 25 April 2023	<p>Close of P1 Admissions Procedure</p> <p>Refer to 27 April for notification of application outcome</p>
Thursday 27 April 2023	<p>Applicants receive notification of outcome of application on 27 April by email where one is held or by letter.</p> <p>EA Online Portal open</p> <p>Schools may choose to notify decision by letter for receipt by applicants on 27 April</p> <p>(Schools seek verification documents from applicants where applicable).</p> <p>EA notifies applicants of children who have not yet secured a place and asks for further preferences to be submitted.</p> <p>EA publishes information on website on schools where P1 places remain available and late application information.</p>
Tuesday 2 May 2023	Date from which applicants can lodge a Primary One Admissions Appeal
Thursday 11 May 2023 (not later than 4pm)	Deadline for receipt of appeal forms for Primary One to be received by EA (not later than 4 pm).
June-August 2023	Independent Tribunals hear appeals.

OPEN ENROLMENT IN POST-PRIMARY SCHOOLS

TIMETABLE – SEPTEMBER 2023

23 September 2022 (closes 2pm)	Closing date for registration for academic selection (PPTC/GL).
23 September 2022 (closes 4pm)	Closing date for registration for academic selection (AQE).
October/November 2022	Boards of Governors review admissions policies
October/November 2022	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 12 November 2022	GL/PPTC Assessment.
Saturday 19 November 2022	First AQE Assessment.
Saturday 26 November 2022	Second AQE Assessment.
Saturday 3 December 2022	Third AQE Assessment.
No later than Friday 9 December 2022	Schools return amended admissions criteria to EA.
Saturday 10 December 2022	GL/PPTC Supplementary Assessment
Wednesday 14 December 2022 (2pm)	GL/PPTC – deadline for registering claims for special circumstances
Thursday 12 January 2023	Final date for publication of prospectuses by post-primary schools. (Not later than six weeks before applicants express preferences). EA publishes information on website about post-primary schools.
Wednesday 1 February 2023 (opens 12 noon)	<u>Post-primary application process opens with online portal available (from 12 noon) for applicants to apply for Year 8 admission.</u>
Saturday 4 February 2023	Results of Entrance Tests (AQE and GL) received by applicants.
Monday 13 February 2023	AQE - Final date/time for request to remark
Tuesday 21 February 2023 (closes 2pm)	GL/PPTC - Final date/time for request to remark
Thursday 23 February 2023 (closes 4pm)	<u>Online portal closes at 4pm for Year 8 post-primary applications.</u> Note: The online portal will not be accessible for post-primary applications after this date/time.

Thursday 9 March 2023 (not later than 4pm)	<p>Final date for receipt of new applications/additional information or changes of preference in exceptional circumstances 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.</p> <p>Last date for applicants to communicate FSME.</p>
Friday 10 March 2023	<p>On or before this date post-primary schools select first preference applications.</p> <p>Thereafter the clearing house processing of applications continues until the end of the post-primary admissions procedure.</p>
Thursday 27 April 2023	<p>Last date for schools to request temporary variations from the Department of Education. Requests received after this date may not be progressed.</p>
Wednesday 17 May 2023 (Admissions procedure for Year 8 closes)	<p>Close of Year 8 Transfer Procedure.</p> <p>Schools prepare any correspondence for issue to applicants.</p>
Saturday 20 May 2023	<p>Applicants receive notification of outcome of applications on Saturday 20 May via email where one is held or letter. EA Online Portal open.</p> <p>Schools may choose to notify decision by post/email for receipt by applicants on Saturday 20 May. (Verification documents asked for by schools, if relevant, from applicants).</p> <p>EA notifies applicants of children who have not yet secured a place and asks applicants to nominate further preferences.</p> <p>EA publishes information on website on schools where Year 8 places remain available and late application information.</p>
Tuesday 23 May 2023	<p>Date from which parents can lodge a Year 8 Post Primary Appeal - Online Appeal Portal open and closes 1 June 2023 at 4pm.</p>
Thursday 1 June 2023 (closes 4pm)	<p>Deadline for receipt of appeal forms against Year 8 decisions by post-primary schools (no later than 4pm).</p>
June/July/August 2023	<p>Independent Tribunals hear appeals.</p>

OPEN ENROLMENT IN SENIOR HIGH SCHOOLS

(14+ DICKSON PLAN)

TIMETABLE – SEPTEMBER 2023

October 2022	EA Admissions agree Timetable with JHS and SHS Principals
November 2022	Senior High Schools commence review of admissions policies
October/November 2022	The Department of Education to notify enrolment and admission numbers, for each school where a change is being proposed, to the Board of Governors.
December 2022	JHS return Year 10 pupil lists to EA Senior High Schools return amended admissions criteria to EA.
Friday 10 March 2023	Final date for publication of prospectuses by Senior High schools. (Not later than six weeks before applicants express preferences). EA publishes information on website about new online procedure.
Monday 24 April 2023 (12 noon)	<u>Junior to Senior High application process opens with online portal available (from 12 noon) for applicants to apply for Year 10 admission.</u>
Friday 5 May 2023 (4 pm)	<u>Online portal closes at 4pm for Junior to Senior High applications.</u> Note: The online portal will not be accessible for JHS-SHS applications after this date/time. On or before this date, Junior High Schools transfer pupil rank order data to Senior High Schools.
Tuesday 9 May 2023	On or before this date Senior High Schools select first preference applications. Thereafter the clearing house processing of applications continues until the end of the JHS-SHS admissions procedure.
Friday 12 May 2023 (Admissions procedure for JHS-SHS closes)	Close of JHS-SHS Transfer Procedure. Schools prepare any correspondence for

	issue to applicants.
Saturday 13 May 2023	<p>Applicants receive notification of outcome of applications on Saturday 13 May via email where one is held or letter. Portal open.</p> <p>Schools may choose to notify decision by post/email for receipt by applicants on Saturday 13 May. (Verification documents asked for by schools, if relevant, from applicants).</p> <p>EA notifies applicants of children who have not yet secured a place and asks applicants to nominate further preferences.</p> <p>EA publishes information on website on late application information.</p>
Monday 15 May 2023	<p>Date from which applicants can lodge a Year 11 Senior High Admissions Appeal.</p> <p>EA contact applicants of children not allocated a place advising on school's with places available and how to submit a further application.</p>
Wednesday 24 May 2023	<p>Deadline for receipt of appeal forms against Year 11 decisions by Senior High Schools (no later than 4pm).</p> <p>NB An appeal cannot be lodged against a school outside the two-tier system (Dickson Plan) where places are not available.</p>
June/July/August 2023	Independent Tribunals hear appeals.

In this timetable where it refers to 'documents in support' of an applicant'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 applicant.

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 applicants have by the deadline date as published to submit same.