



**\*\* PLEASE NOTE**

Monday 4<sup>th</sup> March is the final date and time (not later than 4pm) for Change of Preference in Exceptional Circumstances (CoPEC) request by email to EA from applicants – including all relevant evidence. CoPEC received after this date/time will not be considered. Final date for documents in support of applications. Final for new applications (treated as late). Applications/Documents received after 4pm on 4<sup>th</sup> March 2024 will not be processed until the close of the post primary admissions procedure. Last date for applicants to communicate FSME New Applications (treated as late) Documents in support of applications



**BELFAST MODEL  
SCHOOL FOR GIRLS**  
Achievement for All

### **Post Primary Admissions Timeline** **September 2025 Admissions**

- **Monday 2<sup>nd</sup> December 2024** – Transition Day for Primary 7 pupils to visit the school.
- **Thursday 5<sup>th</sup> December 2024** – Admissions Criteria published on EA website and School website.
- **Thursday 23<sup>rd</sup> January 2025** – Open Evening commencing at 6.30pm
- **Tuesday 28<sup>th</sup> January 2025** – Admissions portal opens at 12 noon for Primary 7 parents to process applications.
- **Thursday 20<sup>th</sup> February 2025** – Admissions portal closes at 12 noon for Primary 7 parents to process applications. An application received after 12 noon on 20<sup>th</sup> February will be treated as **late**.
- **Tuesday 25<sup>th</sup> February 2025** – Admissions final date and time (not later than 4pm) for Change of Preference in Exceptional Circumstances (CoPEC) request by email to EA from applicants – including all relevant evidence. CoPEC received after this date/time will not be considered. Final date for documents in support of applications. Final for new applications (treated as late). Applications/Documents received after 4pm on 25<sup>th</sup> February 2025 will not be processed until the close of the post primary admissions procedure. Last date for applicants to communicate FSME.
- **Tuesday 4<sup>th</sup> March 2025** – Admissions First preferences to be selected by post primary schools and confirmed to EA.
- **Friday 28<sup>th</sup> March** – Last date for schools to request temporary variations from DE. Requests received after this date may not be progressed.
- **Wednesday 7<sup>th</sup> May 2025** – Close of Year 8 Transfer Procedure. Schools will prepare any correspondence for issue to parents.
- **Saturday 10<sup>th</sup> May 2025** – Parent notified online through the parent’s portal. School may issue their own letter to applicants on this day.
- **Tuesday 13<sup>th</sup> May 2025** – Date from which parents can lodge a Year 8 Post Primary Appeal – Online Appeal Portal opens at 9am
- **Thursday 22<sup>nd</sup> May 2025** – Deadline for receipt of appeal forms against Year 8 decisions by post-primary schools, no later than 4pm
- **June/July/August 2025** – Independent Tribunals hear appeals.

# SCHOOL ADMISSIONS PROCESS

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BELFAST MODEL SCHOOL FOR GIRLS

SEPTEMBER 2025



# ANNOUNCEMENT TO PARENTS

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Open Evening for Transfer 2025 will be held on Thursday 23<sup>rd</sup> January 2025 at 6.30pm

Transition Day for all Primary 7 pupils will be held on Monday 2<sup>nd</sup> December 2024. Details will be supplied to all feeder primary schools.

Belfast Model School for Girls Admission Criteria for September 2024 will be published by the Education Authority on the EANI website on Thursday 5<sup>th</sup> December 2024

Parents must apply online through the Parents Portal on the Education Authority Website. Parents must register on the portal if they haven't already done so. For more information, please visit <https://www.eani.org.uk/parents/admissions/post-primary-admissions-guide>

# THE APPLICATION PROCESS

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The application process will open at 12 noon on Tuesday 28<sup>th</sup> January and will close at 12 noon on Thursday 20<sup>th</sup> February. Any late applications after this date must be discussed with the Post-Primary Admissions Team at the EA.



All amendments must be discussed with Post-Primary admissions at EA. This includes amendments to an application, additional information for an application and changes in school preference.



Parents will be informed through the Parents Portal on the EA website of their daughter's place at a Post-Primary School on Saturday 10<sup>th</sup> May. The Post-Primary Admissions Team at EA will be available for any queries or concerns from parents via the Admissions Helpdesk.

# APPLYING FOR A PLACE AT BELFAST MODEL SCHOOL FOR GIRLS

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Parents are asked to carefully read the school Admissions Criteria, providing information to support each criterion that is relevant to your application.

Parents can also upload any documents which support the criteria met. Documents include birth certificate, proof of address, proof of only/eldest child, name, date of birth and attendance dates of any siblings attending or attended BMSG/BBMS.

Parents are asked not to contact the school to enquire of their daughter's place or to make amendments to their application if they have chosen Belfast Model School for Girls as their first preference Post-Primary school.

Should the school reach full admission numbers when the application process ends, a waiting list will be put in place and parents will be informed should a place become available. The waiting list will be based on criteria met by each application.

# USEFUL LINKS FOR PARENTS

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School Website

<https://belfastgms.org/site/>



School Prospectus

<https://belfastgms.org/site/about/school-prospectus/>



School Criteria

[\*\*https://belfastgms.org/site/parents/primary-7-transfer-year-8-admissions-criteria/\*\*](https://belfastgms.org/site/parents/primary-7-transfer-year-8-admissions-criteria/)



EA Post-Primary Admission  
Guidance

<https://www.eani.org.uk/parents/admissions/post-primary-admissions-guide>



Post-Primary Admissions

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