

Subject:

**OPEN ENROLMENT IN NURSERY, PRIMARY
AND POST PRIMARY SCHOOLS –
TIMETABLES**

**Circular Number:
2016/19 (Revised)**

**Date of Issue:
8 November 2016**

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 pre-school, primary and post primary schools for admissions to take place in September 2017.

Enquiries:

Any enquiries about the contents of this Circular should be addressed to:

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Governor Awareness:
Essential

Status of Contents:
Advice for Principals and
Boards of Governors

Related Documents:
2014/07 (Nursery)
2016/17 (Primary)
2016/15 (Post Primary)

Superseded Documents:
2015/26

Expiry Date:
Not Applicable

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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 2017.
2. This Circular should be read in conjunction with the corresponding Open Enrolment Circular as appropriate, i.e. for Nursery Schools – Circular number 2014/07, 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.



SCOTT HARBINSON
Head of School Admissions Team

OPEN ENROLMENT IN PRE-SCHOOL
TIMETABLE - SEPTEMBER 2017

September 2016	Providers to review admissions policies.
No later than end of September 2016	Providers to return amended admissions criteria to Education Authority (EA).
By early October 2016	Department to notify final admissions and enrolment numbers to schools.
Friday 25 November 2016	EA publishes information on behalf of schools/providers (web).
Week commencing Monday 5 December 2016	Advertisements in papers.
Wednesday 11 January 2017 (not later than 12 noon)	Closing date for receipt of all parents' applications to first preference providers. Target age applications received after this time & date will be considered as late within Stage 1. Under age applications received after this time & date will be considered as late throughout the procedure.
STAGE ONE – CONSIDERATION OF FINAL YEAR CHILDREN <i>(i.e. children in their final pre-school year)</i>	
No later than Friday 20 January 2017	Date by which providers select pre-school children at first preference at Stage 1. Application forms for penultimate pre-school children to be returned by over-subscribed providers for onward transmission to second preference providers at Stage 2.
Wednesday 29 March 2017	Final date by which change of preferences in exceptional circumstances or additional information will be accepted. Final date for receipt of new applications from target age children within Stage 1. Any new applications/additional information/change of preferences in exceptional circumstances received after 4pm on this date will NOT be considered until Stage 2.
Thursday 27 April 2017	Issue of placed/unplaced letters at Stage 1. Unplaced parents asked to nominate further preferences.
END OF STAGE 1	

STAGE TWO – CONSIDERATION OF UNDERAGE PRE-SCHOOL CHILDREN AND UNPLACED PRE-SCHOOL CHILDREN

<p>Thursday 11 May 2017</p>	<p>Unplaced target age children to return additional preferences/additional information.</p> <p>Any new applications/additional preferences received after 4pm on this date will be considered late in Stage 2.</p> <p>Final date for notice of intention to appeal against Nursery Schools/Units to be received by EA (Stage 1) (not later than 4pm).</p>
<p>Friday 19 May 2017</p>	<p>Date by which EA issues further preferences received for target age children unplaced at Stage 1 and applications for any underage children returned by oversubscribed providers at Stage 1 to schools.</p>
<p>Not later than Wednesday 24 May 2017</p>	<p>Date by which providers advise EA of those pupils selected at Stage 2 and for application forms of children not selected to be received by EA for transmission to subsequent preference providers.</p>
<p>Friday 26 May 2017</p>	<p>Final date for receipt & consideration of new applications or additional information within Stage 2. After 4pm on this date any new applications/new information should be sent directly to the provider(s) of the parents' choice for consideration after Friday 9 June 2017.</p> <p>Applications received after 4pm on 11 May 2017 are considered late and processed. Applications received after 26 May 2017 are not processed within the procedure.</p>
<p align="center">FINALISATION OF STAGE 2 PROCEDURE</p>	
<p>Friday 9 June 2017</p>	<p>Completion of all processing and issue of Stage 2 placement letters by providers advising parents of the setting for which their child has been accepted.</p> <p>Issue of letters by EA advising parents whose children have not been offered a place at Stage 2 and advising where places are still available.</p>
<p align="center">COMPLETION OF APPLICATION PROCEDURE</p>	
<p>Friday 23 June 2017 (not later than 4.00 pm)</p>	<p>Final date for notice of intention to appeal against Nursery Schools to be received by EA (Stage 2).</p>

OPEN ENROLMENT IN PRIMARY SCHOOLS
TIMETABLE – SEPTEMBER 2017

September 2016	Board of Governors review admissions policies.
No later than end of September 2016	Final date for schools to forward revised admissions criteria to Education Authority (EA).
By early October 2016	Department notifies enrolment and admissions numbers for each school to the Board of Governors.
Friday 25 November 2016	EA publishes information about schools (web).
Week commencing Monday 5 December 2016	Advertisements in papers.
Wednesday 11 January 2017 (Not later than 12 noon)	Closing date for receipt of parents' applications to first preference primary schools. Any application after this time and date will be considered as late.
No later than Friday 20 January 2017	Date by which schools select pupils at first preference stage.
Wednesday 29 March 2017	Final date by which EA will accept: <ul style="list-style-type: none"> • change of preferences in exceptional circumstances; • new applications; or • additional information. Any information received after 4pm will not be considered.
Thursday 27 April 2017	Issue of letters by schools/EA advising parents of the primary school for which their child has been accepted/not accepted.
Thursday 11 May 2017 (not later than 4pm)	Final date for notice of intention to appeal against primary schools admission decisions to be received by EA.

TRANSFER FROM PRIMARY TO POST PRIMARY SCHOOLS
TIMETABLE – SEPTEMBER 2017

NOTE: References to primary schools include preparatory departments of grammar schools and independent schools

September 2016	Board of Governors review admissions policies.
No later than end of September 2016	Schools to return amended admissions criteria to Education Authority (EA).
By early October 2016	Department to notify final admissions/enrolment numbers to schools.
Thursday 29 December 2016	Final date for publication of post-primary school prospectuses (web).
Thursday 5 January 2017	Final date for publication of transfer information/transfer forms.
Friday 10 February 2017	Final date for completed transfer forms to be forwarded to EA by primary schools.
Wednesday 8 March 2017	Final date for change of preferences before issue of transfer forms (no later than 4pm).
Wednesday 15 March 2017	Transfer forms made available for schools (if not collected EA would post).
No later than Wednesday 5 April 2017	Post-primary schools to advise EA of pupils selected at first preference stage.
Wednesday 3 May 2017	Final date for receipt of new applications/additional information or changes of preference in exceptional circumstances by EA no later than 4pm . Any information received after this will not be processed. Final date for parents to communicate FSME to the Transfer Department of the EA.
Friday 19 May 2017	Issue of letters advising parents to which post-primary school their child has been admitted. Issue of letters from schools requesting verifying documents in accordance with the Department's guidance on Duty to Verify.
Monday 5 June 2017 (Not later than 4pm)	Final date for notice of intention to appeal against post-primary schools' admission decisions to be received by EA.