P7 Online Transfer Procedure

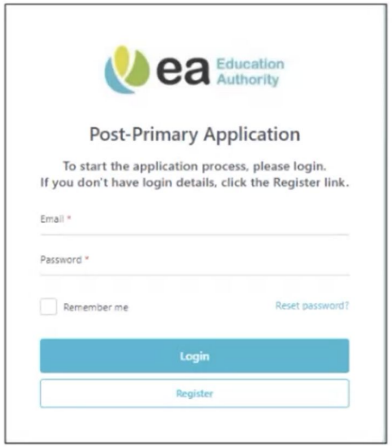
This is a guide to help you through the application form.

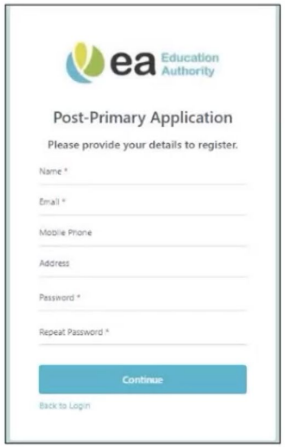
It will take you through screen by screen and show important sections to remember.

You may need to register the first time you log in.

Parents register online through the Digital Application Hub on EA website

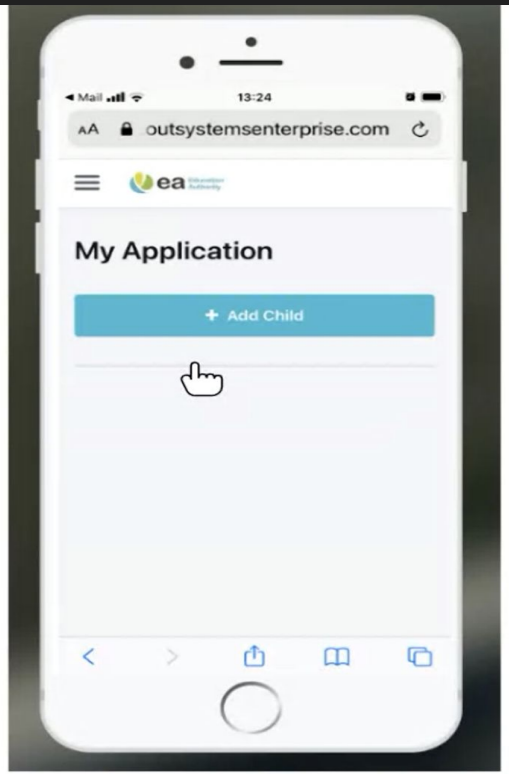
MARCH 1 - MARCH 16





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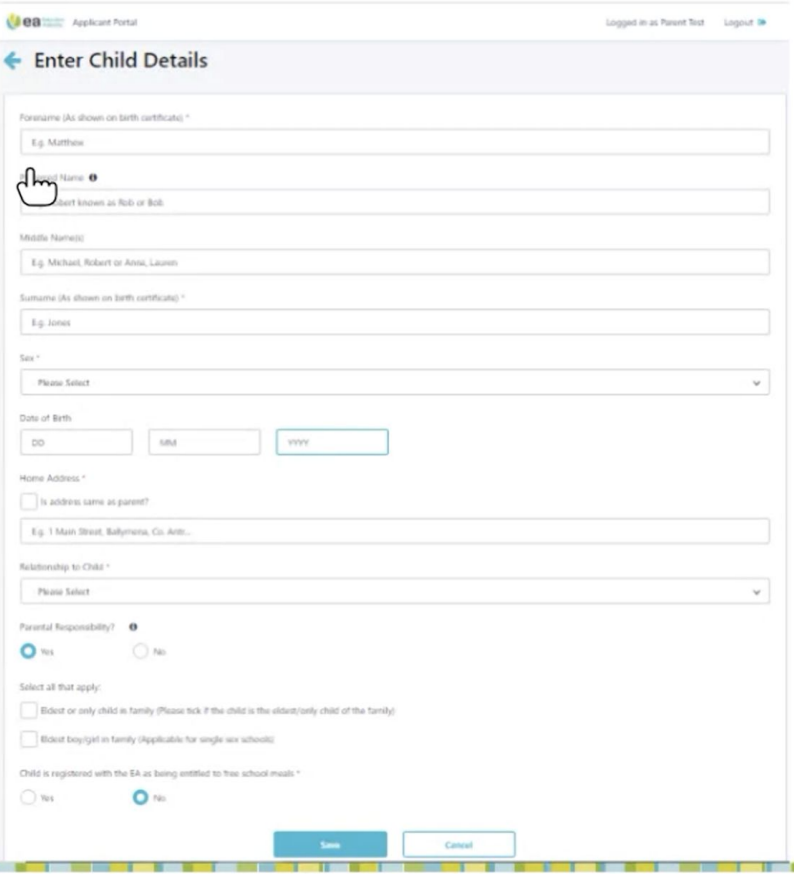
Parents add child



- After successful login the Main Application screen is displayed.

Parents Enter details of child

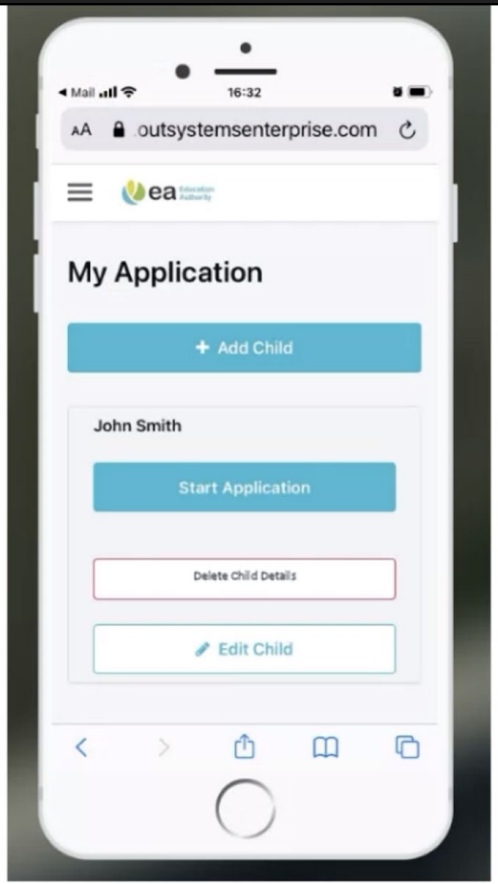
Desktop View



These boxes are important
- eldest or only child
- free school meals

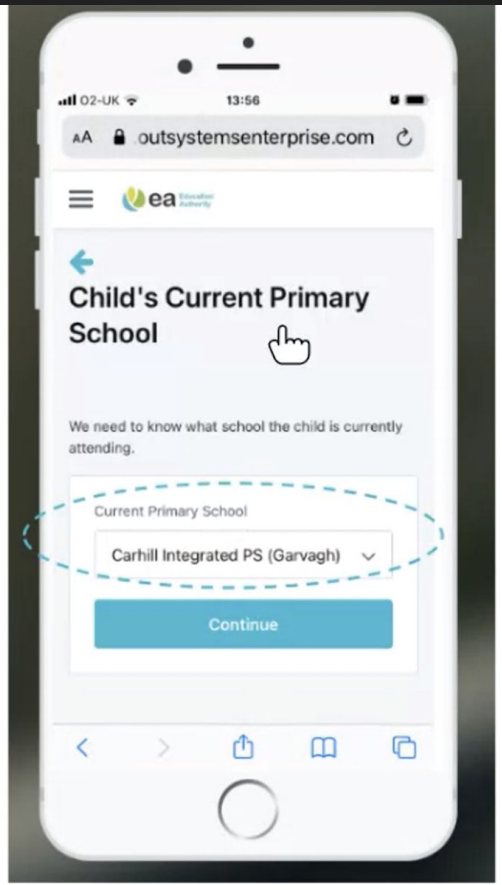
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Start application



- Parent may now:
- **Start Application,**
- **Add another Child**, or
- **Edit/Delete Child details.**

Primary School details



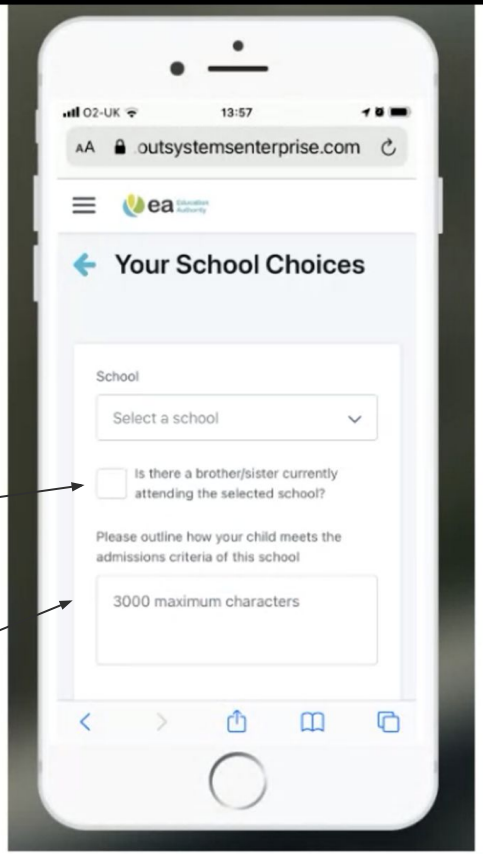
Parent can:

- Use the list field to scroll or
- Use search field to find child's current Primary school
- On clicking **Continue** the post-primary **choices screen** is displayed

Choose Post-Primary school preferences

Make sure to tick if they have a sibling at the school and name them.

Look through the admission criteria for the school and list all that apply.



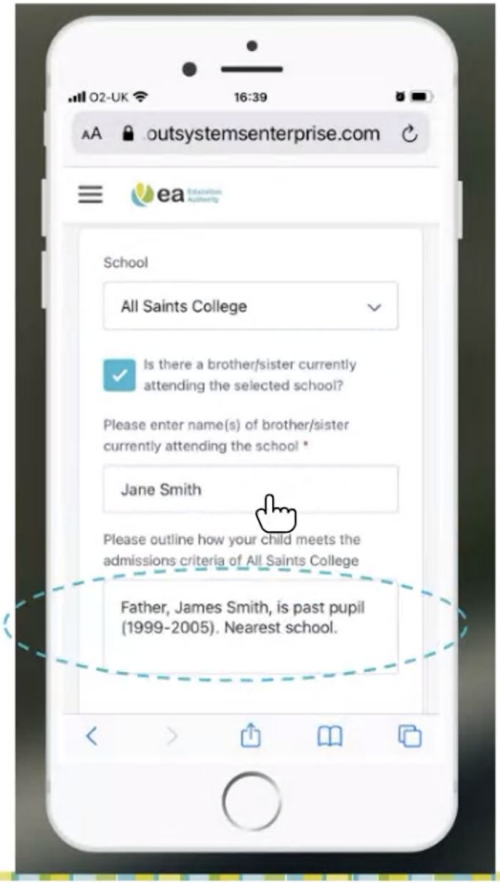
Parent can:

- Scroll the list field or
- Type in search field to find Post-Primary school of choice
- Tick box if brother or sister attending

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Add supporting information

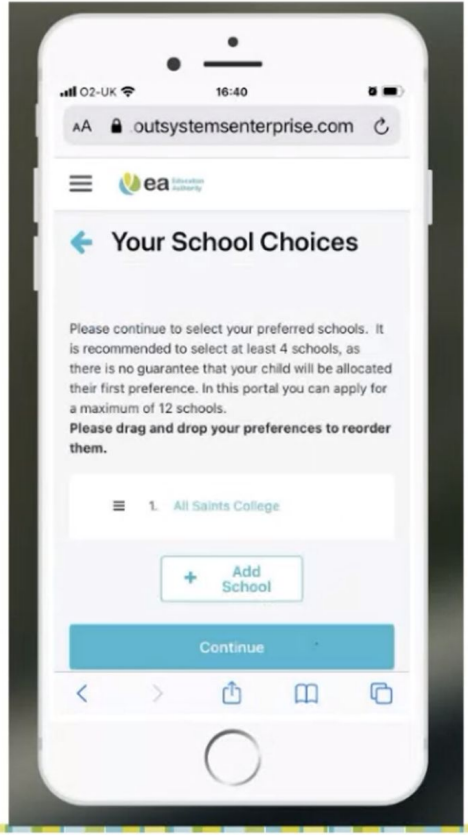
– How does pupil meet school's criteria?



- Add information relevant to chosen school's criteria
- Click **Save** to confirm first preference choice.

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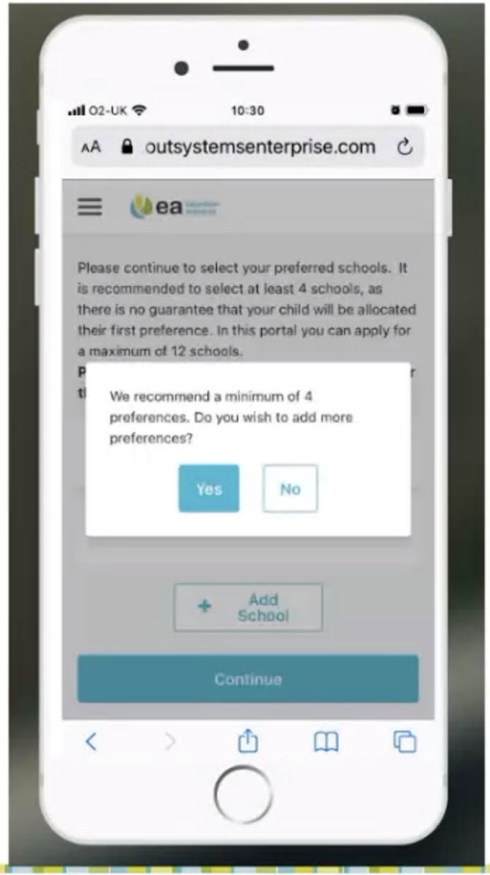
Preferences saved in order chosen



Click + Add School to search for further post primary preferences.

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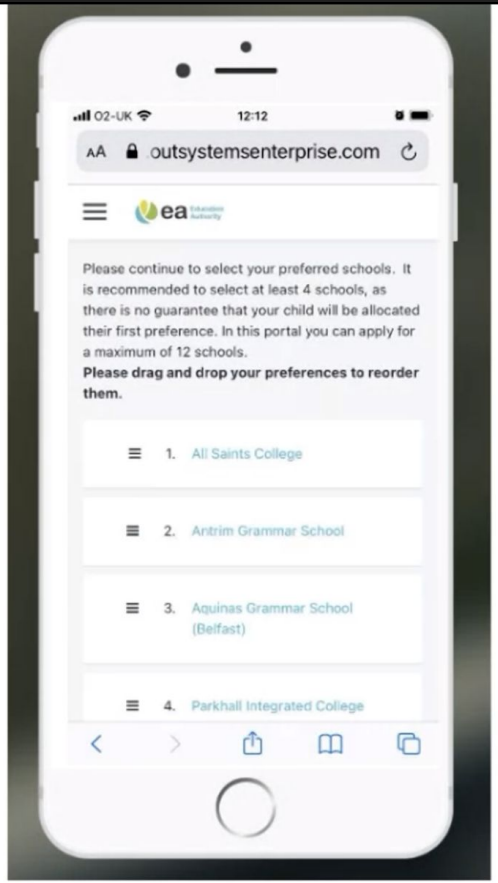
Encouraged to choose 4 schools



- 4 schools encouraged
- Parent may add up to 12 preferences

Schools listed in order of preference as chosen –

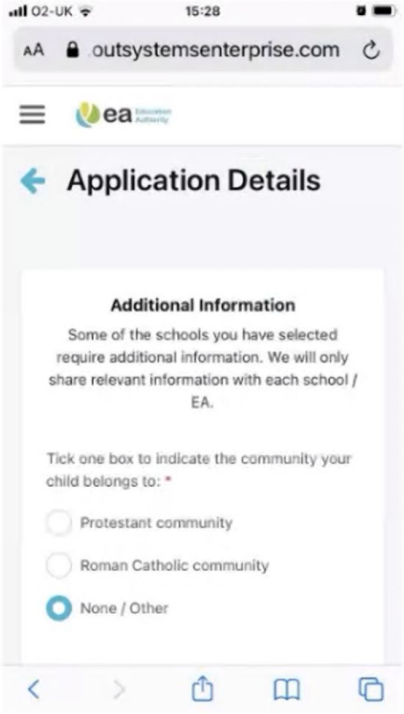
Can be altered

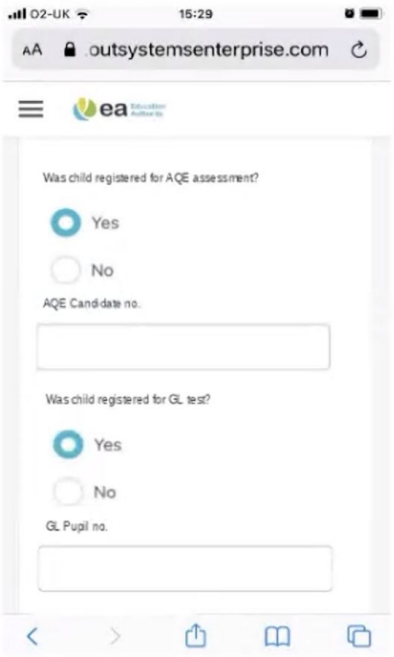


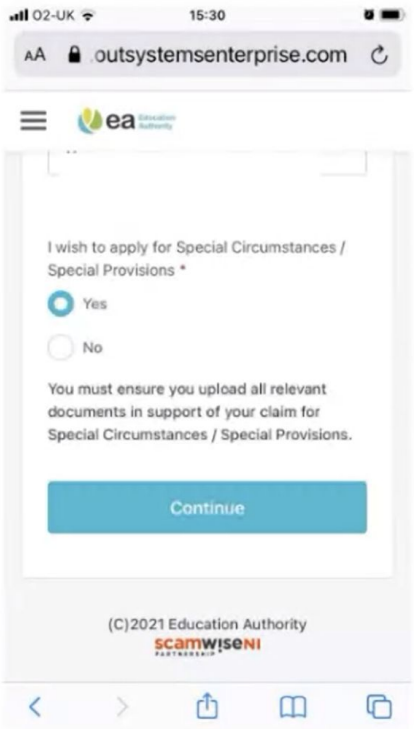
- Choose up to 12 schools.
- Drag and drop to change order
- Unable to choose same school twice
- Irish medium units – separate entries

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Additional details for specific school types

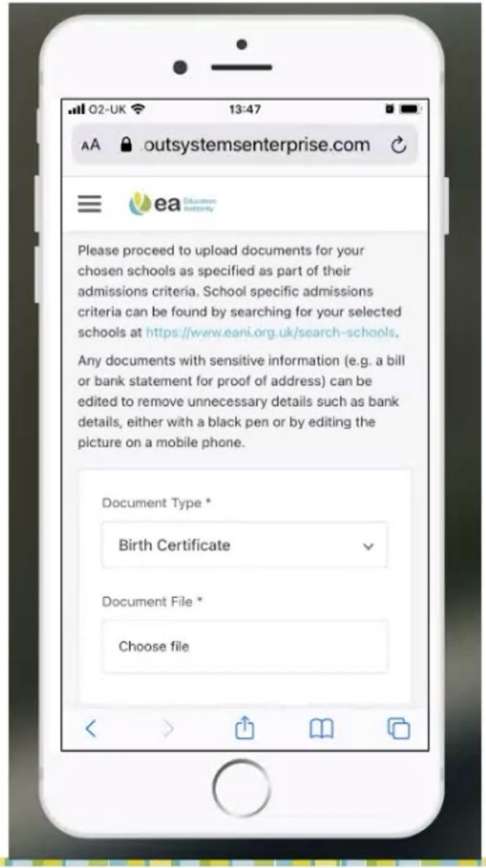




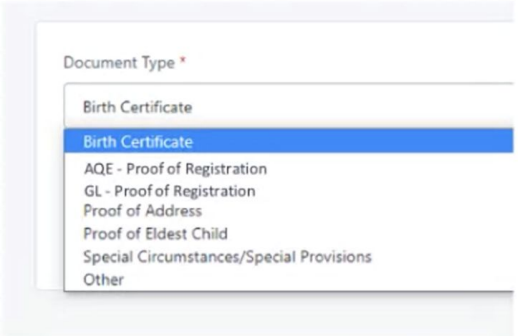


- Only requested for schools requiring this information

Document Upload

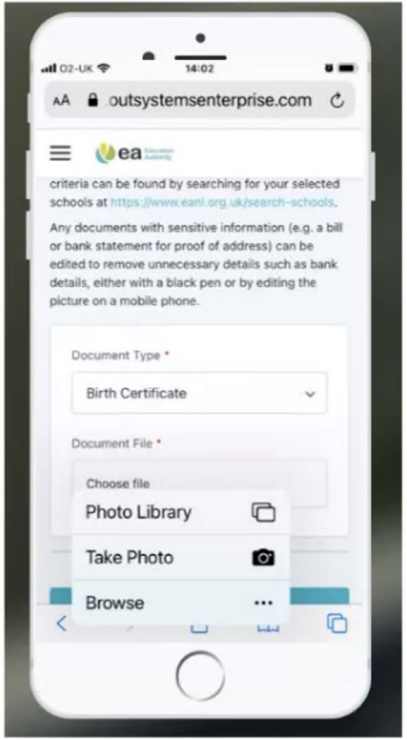


- Choose document type from the drop down menu
- E.g. Birth certificate



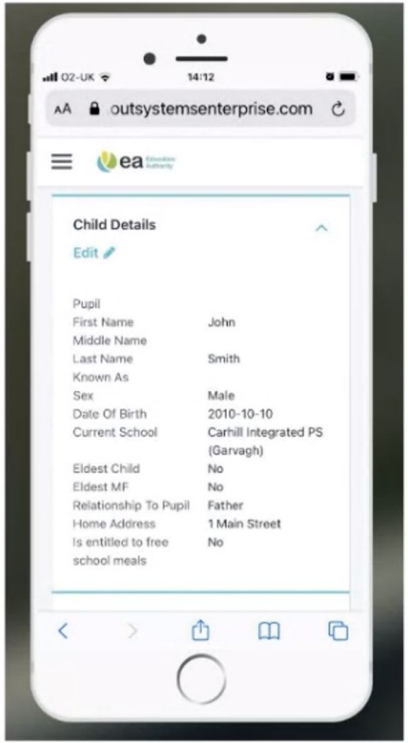
Document Upload

The best way is to take a photo of the document on your mobile phone and then select the picture from your camera roll. Check that the information is clear and not blurry.



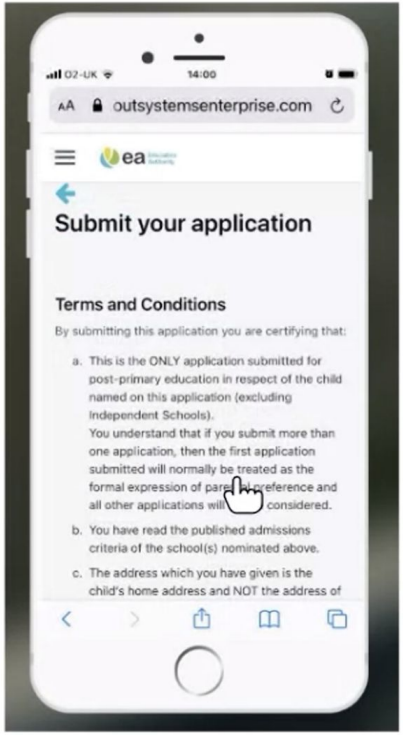
- Follow on-screen prompt to locate the document stored in your device, or to take a photograph of a hard copy
- Select the file/photo etc. for upload
- Redact sensitive information before upload

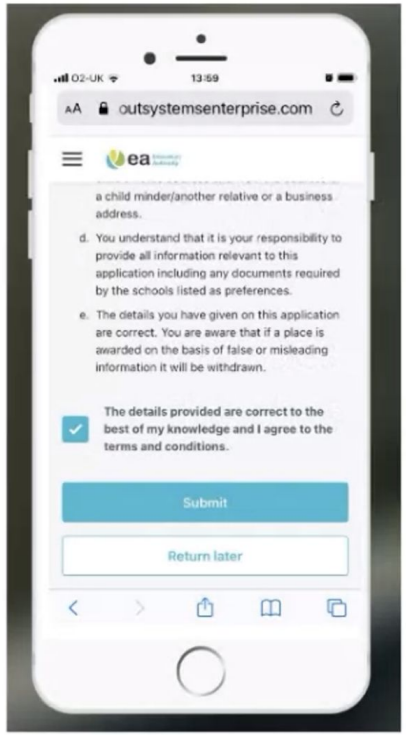
Summary screen



- Parent can edit details prior to submission

Submit Application





- Read and accept Terms & Conditions

Admission Offices – Business as Usual:

Digital Admissions Helpdesk:

Tel: 028 9598 5595

Email:

postprimaryadmissions@eani.org.uk

digital@eani.org.uk

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