



LIMAVADY HIGH SCHOOL

ONLINE APPLICATION HELP SHEET 2023

Application process opens between 12 noon on Wednesday 1 February 2023 and 4pm on Thursday 23 February

Before you start please make sure you have read over the full Admissions Criteria for Limavady High School which can be seen below. Take note of how your child meets the criteria and have any documents ready to upload. A birth certificate **must** be uploaded. If you have any queries, please contact info@limavadyhigh.limavady.ni.sch.uk

When the application window opens you will be able to click the 'Apply Now' button to access the portal on the EA website www.eani.org.uk/admissions The admissions Helpdesk will operate from 8am to 6pm Monday to Thursday and from 8am to 5pm on Friday until the application window closes via telephone: 02895985595 or postprimaryadmissions@eani.org.uk

You will need to register and activate your account. Please do this by following this link.

<https://www.eani.org.uk/parents/admissions>. You will receive an email containing a link to verify your account. You will be able to log in to the online application to view the outcome of your child's application on **Saturday 20 May 2023**.

A promotional video is available about the online application process by clicking on this link. <https://www.eani.org.uk/parents/admissions/admissions-videos-and-guidance>

A 'Post Primary Application Tutorial Video' providing a step-by-step guide to completing the online application will be made available prior to the application window opening. You will be able to access the videos in the Digital Admissions Resource Hub at <https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/videos-presentations>

Step 1 – Child's Details – Click 'Add Child' - Provide information about your child. Please complete all cells provided and save.

Step 2 – Click 'Start Application'.

Step 3 - School Choice - Use the drop-down menu to select Limavady High School. Please answer all questions relating your responses to our Admission Criteria

Step 4 – Upload your Child's Birth Certificate and any other supporting documents

Step 5 – Check all details on Application Summary – click continue and submit your application.

Criteria	What You Must Do
<i>The criteria below have been determined by the Board of Governors. If there are more applicants than places, then the following criteria will be applied in the order set down below. Priority in the application of these criteria will be given to children resident in Northern Ireland at the time of their proposed admission.</i>	
Children resident in Northern Ireland at the time of their proposed admission will be selected for admission to the School before any child not so resident.	Please ensure that the full address, (including postal code) of the child's residence is entered accurately in the space provided.
1 Children who are transferring from the school's traditional contributory primary schools.	Please enter the following into the free text window on the online application. Criterion 1: My child attends _____ which is a traditional contributory primary school.
<i>If the school's admission number is exceeded at this stage, pupils who have satisfied criterion 1 will be allocated to the sub-groups listed below and given priority in the order shown.</i>	
2 Sibling – Children who, at the date of their application, have a child of the family currently enrolled at the school.	Please enter the following into the free text window on the online application. <ul style="list-style-type: none"> This meets criterion 2 followed by Full name and form class of the sibling Please include all names of siblings currently attending Limavady High School.
3 Children who, at the date of their application, are the eldest child of the family.	Please enter in the free text window that this meets 'Criterion 3'. The Board of Governors have decided that this criterion will cover where a family has not, in the opinion of the Board of Governors, had the opportunity to have an elder child already and currently enrolled, e.g., in cases where a child is more than 7 years younger than their next sibling. It will also include cases where a family has moved residence; or cases where an older sibling cannot attend mainstream school, for example attends a special school.
4 First application received from the family with no previous connection with the school.	Please enter in the free text window that this meets 'Criterion 4', followed by first application with no previous connection.
5 Other pupils.	Please enter in the free text window - 'Criterion 5' - No evidence to support meeting any of the criteria listed above. An example of this criterion could be that a family member attended the school previously.
<i>It is the responsibility of the Parent(s)/Guardian(s) to provide all the relevant information on the transfer application.</i>	