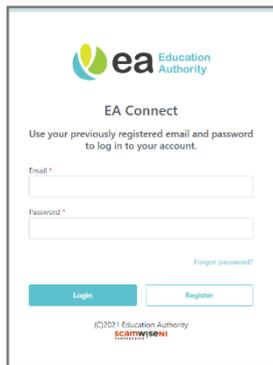


Applying for your child's Pre-School place for September 2024

LOGIN AND START YOUR APPLICATION

1. Enter your email address and password to login



The image shows the EA Connect login page. It features the EA logo at the top, followed by the text 'EA Connect' and 'Use your previously registered email and password to log in to your account.' Below this are input fields for 'Email *' and 'Password *', a 'Forgot password?' link, and 'Login' and 'Register' buttons. At the bottom, it says '(c)2021 Education Authority SCARLETT@EA.NI'.

2. Read the Data Protection Statement, tick the confirmation box and select **Admissions**



The image shows a confirmation box with a checked checkbox and the text 'I confirm that I have read and understood the Data Protection statement.' Below the checkbox are three buttons: 'Admissions' (highlighted with a red box), 'Annual Reviews', and 'Further Education Transport'.

Note: If you applied for a Pre-School Underage place in 2023 your child's name will appear on the **My Admissions Applications** page with the option to apply for a **Pre-School Target Age**

place in **2024**. Select [Edit child](#) to review and update their details, if necessary, e.g. address. You can also update your own details on the [My Information](#) page.



The image shows a navigation bar with two sections. The first section has 'Pre-School' and '2024 Intake' with an 'Apply Now' button. The second section has 'Pre-School Underage' and '2023 Intake' with a 'Submitted' button and a 'Review' button.

Continue to [Apply for a Pre-School Place](#)

TO ADD YOUR CHILD'S DETAILS TO EA CONNECT FOR THE FIRST TIME

3. Click [+ Add Child](#)

4. Enter the child's details, ensuring you **use the name on the birth certificate**
5. Select [Use parent address](#) to add your address to the child's details.
6. If the child does not live at your address enter the postcode and use the [Find Address](#) function to select the appropriate address from the dropdown list. If the address is not available in **Find Address** click [Enter address manually](#) and enter the address

7. Click the down arrow at [Relationship to Child *](#) and select from the list.

8. Select Parental Responsibility



The image shows a form titled 'Parental Responsibility?' with two radio buttons: 'Yes' (selected) and 'No'.

Click [?](#) tip for further information on **Who possesses Parental Responsibility**

9. Click [Save](#)



The image shows a summary card for a child named Jane Smith, born 01-03-2021. It includes an 'Edit child' link and a section for 'Pre-School 2024 Intake' with an 'Apply Now' button.

Important: Check your child's date of birth is correct as it determines the type of place(s) you can apply for. You can amend your child's details on the **My Admissions Applications** page by

clicking [Edit child](#)

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk | Education Authority Northern Ireland \(eani.org.uk\)](#)

TO APPLY FOR A PRE-SCHOOL PLACE:

10. Click **Apply Now**

11. Read the information at **WHAT PLACES CAN I APPLY FOR?**

12. To apply for a Pre-School place in a **Funded Pre-School, Nursery School or Primary School with a Nursery Unit** select **Pre-School Target Age 2024 Intake**



A screenshot of a form with two buttons: 'Pre-School Target Age 2024 Intake' (highlighted with a red border) and 'Reception 2024 Intake'.

Some parents may also wish to apply for a place in a reception class in a primary school by selecting **Reception 2024 Intake**.

Note: Reception is only available in a small number of primary schools for children aged 4 at the date of admission.

After selecting **Pre-School Target Age 2024 Intake**:

13. Click **Continue**

14. Click the box on the **Eldest child** question, if applicable to your child



A screenshot of a form with the text 'Select if applicable:' and a checked checkbox next to the text 'Eldest or only child in family (Please tick if the child is the eldest/only child of the family)'. The checkbox is highlighted with a red border.

15. Click **Continue**

Socially Disadvantaged Circumstances

16. If you **do not** have an entitlement to any benefit listed:

17. Select **Continue**

18. If you **do** have an entitlement to a benefit listed, tick the appropriate box:

- If you have ticked **Income Support, Income-based Jobseekers Allowance or Income related Employment and Support**

Allowance, you must complete the Benefit Claimant Details.

The claimant's National Insurance Number is required. If the benefit claimant is different than the applicant indicate the claimant's name and their relationship to the child.

19. Click **Continue**

- If you have ticked **Universal Credit**, click **Continue**

Note: Claimants who received a Universal Credit migration notice letter from the Department of Communities can visit <http://www.eani.org.uk/parents/admissions/pre-school-admissions-guide> to read the **Socially Disadvantaged Circumstances guidance** under the **Supporting documents section**.

20. Evidence of selected benefit entitlement must be uploaded

21. Select **+ Add Document**

22. Click to select file:



A screenshot of a file selection interface with a red box highlighting the 'Add Document' button.

23. Choose a file from browser, or on a mobile, take a photo or choose one from photo gallery ensuring the image is clear and easy to read.

Note: Documents can be previewed on the portal if it is an image or PDF documents. It is not available with MS office documents e.g. Word.

24. Click **Save**

25. Click the down arrow to preview, download or delete a document if required.



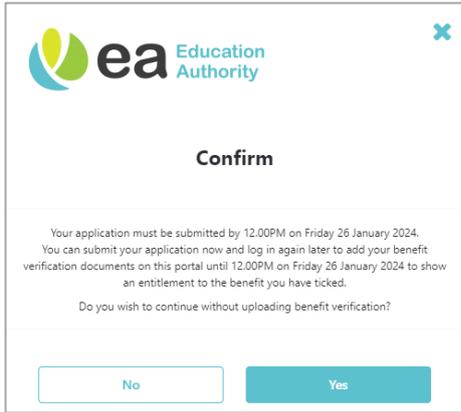
A screenshot of a document preview interface showing a document titled 'Social Disadvantage Document' with a sub-item 'Proof of Income Support.pdf'. There are buttons for 'Awaiting scan' and 'Delete'. A red box highlights a small down arrow icon in the top right corner.

26. If you try to move on without uploading evidence of benefit entitlement for socially

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk](#) | [Education Authority Northern Ireland \(eani.org.uk\)](#)

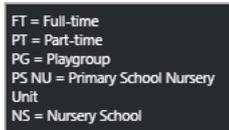
disadvantaged circumstances, a prompt will appear.



27. Select **Yes** or **No** as appropriate.

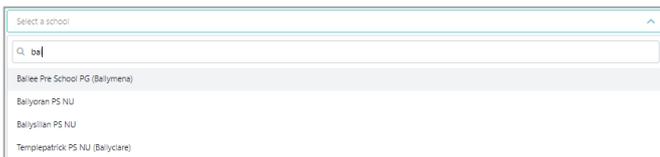
Important: You must upload appropriate evidence by the deadline to be considered by Pre-Schools as having socially disadvantaged circumstances.

28. At **Your School Choices** hover over  to view definitions



29. Click 

30. Click the down arrow and select your preferred Pre-School



Note: you can find Pre-Schools by typing/partially typing the name of the Pre-School into the search box or scrolling the dropdown list. Many Pre-Schools have similar names so ensure you select the correct Pre-School.

31. Tick if a brother/sister currently attends the Pre-School and enter the name of the brother/sister.

Note: If you haven't already read the Admissions Criteria or you wish to review it again, you can

select  to download the Admissions Criteria document for your chosen school to your device. This can be opened from your device without closing the online application.

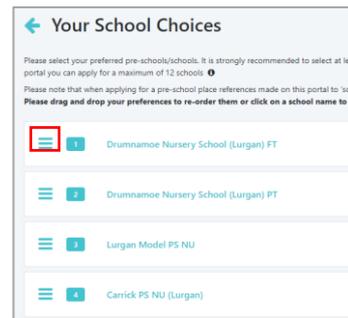
Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk | Education Authority Northern Ireland \(eani.org.uk\)](#)

32. In the box under **Please outline how your child meets the admissions criteria** ensure you indicate how your child meets the admission criteria for each school. If you need to include more than 3000 characters you can attach a separate document later in your application.

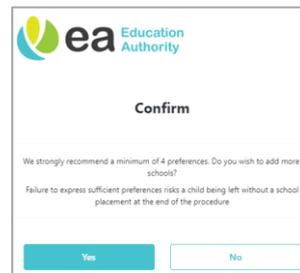
33. Click 

34. Click  and continue to add at least **3** more Pre-Schools.

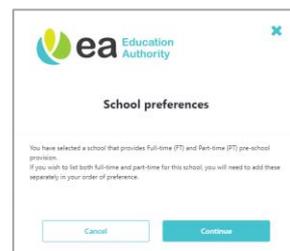


35. Click  when all Pre-Schools have been added.

Note: It is strongly recommended to select at **least 4** Pre-Schools as there is no guarantee that your child will be allocated their first preference.

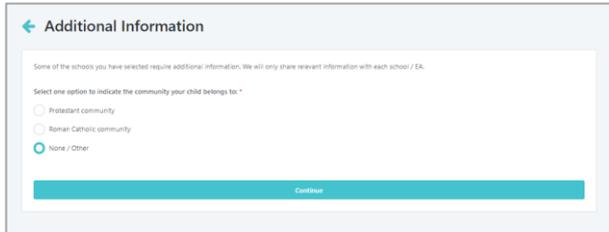


36. A small number of Nursery Schools/Units have both **full-time (FT)** and **part-time (PT)** places. If you select a school with this option, a prompt will appear:



37. If you wish your child to be considered for full-time (FT) and part-time (PT) **you will need to list these separately, in your order of preference.**

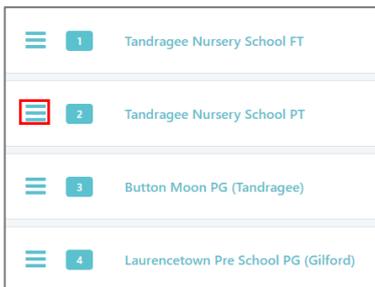
38. If you have listed an **Integrated school** on your child's application, the following prompt will appear **after you have entered all preferences:**



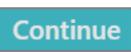
39. Tick the Community Background which applies to your child.

40. Select 

The preference order of Pre-Schools can be changed by clicking on  beside the school name and dragging to the required place. You can click on a school name to edit contents or remove a school.



41. Click  to confirm the change of preference.

42. Click 

A banner message will briefly appear to confirm a new preference order has been saved.



UPLOADING DOCUMENTS

All supporting documents required as part of the admissions criteria must be uploaded. **A birth certificate is required for every child.**

43. Click 

44. Click the down arrow from **Document type** and select as appropriate i.e. birth certificate, proof of address



45. Click to select file:



46. Choose a file from browser, or on a mobile, take a photo or choose one from photo gallery.

47. Click 

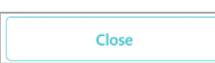
48. Click  and add further documents as required.

49. Click 

50. Click  to confirm when you have uploaded all required supporting documents.

Note: Documents can be previewed on the EA Connect portal if it is an image or pdf documents. It is not available with MS office documents.

A message will appear on the screen to advise that all relevant sections have been completed but the application has not yet been submitted.

51. Click 

52. Review **Application Summary** to ensure all information is correct before submitting.

A copy of the application may be exported by clicking 

You can edit any section by clicking 

53. Click 

Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk](#) | [Education Authority Northern Ireland \(eani.org.uk\)](#)

54. Read **Terms and Conditions** and tick to confirm details are correct:

The details provided are correct to the best of my knowledge and I agree to the terms and conditions.

55. Select [Submit](#)

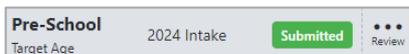
Note: The application is not valid until it has been submitted. **Remember to submit by the closing date of 12 noon on Friday 26 January 2024.** You will not be able to click Submit after the closing date/time.

You will receive notification immediately on the portal when you submit your application.

An email will also be sent to the registered email address confirming submission of your application.

56. Once you have submitted your application for a Pre-School Target Age place you can click [Back to My Applications](#) where you will see two grey cards.

One will state **Pre-School Target Age 2024 Intake**. This is the application you have just completed.



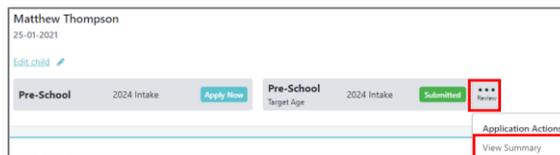
You will also see another option for Pre-School 2024 Intake with an 'Apply now' button. This is only required in the event that you wish to also apply for a **Reception** place in a primary school. **It does not relate to your Pre-School Target Age application.**

EDIT APPLICATION

Applications can be edited from the '**My Admissions Applications**' page on the portal until the closing date.

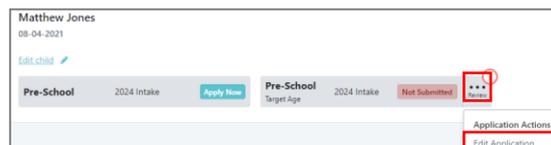
If your application has been submitted:

57. Click on the three dots on the grey card under your child's details and select **View Summary**. This will enable you to view a summary of your application (if application has been submitted) and edit any changes required.



If your application has not been submitted, you will not be able to select view summary from the three dots.

58. Click [Edit Application](#) to complete and submit your application



It is not a valid application until it is submitted.

Applications can be submitted until **12 noon on 26 January 2024**. Documents may be added until **4pm on 31 January 2024**.

EDIT CHILD DETAILS

59. To edit the child's details i.e. home address click [Edit child](#). Forename and Date of Birth are greyed out and cannot be edited.

Note: Where an address changes after the application closing date, school(s) will consider the address recorded at the closing date. This may be relevant where home address is referred to in the admissions criteria.

EDIT YOUR INFORMATION

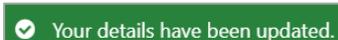
You may wish to edit your contact information during the Admissions process e.g. if you move to a new address

60. Click [My Information](#)

61. Edit contact information as required

62. Click [Update](#)

The following message will appear:



Contact Us

If you are experiencing any difficulties with your application online, please get in touch with digital@eani.org.uk
For all other admission queries, please visit [Admissions Helpdesk | Education Authority Northern Ireland \(eani.org.uk\)](#)