



Guidance for Enrolment for Pre-School and Primary

- Opens 7th January @12 noon at https://pupilservices.eani.org.uk/CitizenPortal_LIVE/en
- Closes on 29th January @ 12 noon.
- Parents/Carers need to upload documents online. If you have already submitted these for Nursery Application in 2020, these are already on file and we do not need these to be uploaded.
 - Birth certificate
 - Proof of address
 - Proof of eldest/ only child
- Only upload documents that are needed for the admission criteria.
- Prepare documents in advance before upload. Blank out any sensitive information or use editing software to do this e.g. if you are using a bank statement to prove proof of address.
- The last date to upload documents is 5th February 2021 @ 12 noon.
- Paper applications are only available if a parent makes a direct request to EA.
- If the family is Socially Disadvantaged, they will receive a separate email to upload benefit verification documents.
- As an integrated school, families need to click on the Religious Affiliation tab. School does not require any documentation in this regard. We would remind families that our enrolment will be as close to 40% Protestant, 40% Catholic and 20% Other/None.