Dear Parents

I write to inform you of the procedure for completing the transfer application for your child who is due to start secondary level education in September 2023.

The Post-Primary application process is completed online. The application process opened on the 1st February and will close on 23rd February 2023 at 4pm.

Please take the time to watch the information videos and read the guidance to familiarise yourself with the process.  I also recommend that you ensure you have any required documentation to hand, including your child’s birth certificate, which you will need to upload with your application, and proof of address.

It is important that you read the admissions criteria for the schools that you may wish to apply to. These criteria, along with guidance on the process, are available on the EA website as below:

<https://www.eani.org.uk/parents/admissions>

I have the Admissions Criteria for St John the Baptist’s College for your convenience:

[https://view.officeapps.live.com/op/embed.aspx?src=https://storage.googleapis.com/siteassets**swd/308/docletter/20230207114808\_77\_5230321\_St\_John\_the\_Baptist\_College\_Admissions**\_Criteria\_2023\_24.docx](https://view.officeapps.live.com/op/embed.aspx?src=https://storage.googleapis.com/siteassetsswd/308/docletter/20230207114808_77_5230321_St_John_the_Baptist_College_Admissions_Criteria_2023_24.docx)

When you are completing the application, it is important that you highlight on your application some of the following information as appropriate:

A.    My child attends St Mary’s PS, Maghery and resides within the traditional contributory parish.

B.     My child’s older brothers/sisters attend St John the Baptist’s College.

C.     My child is the oldest child in the family.

You can access the portal at the link below:

<https://connect.eani.org.uk/parent>

If you wish to speak to me in relation to any aspect of the application process, including all potential options, please do not hesitate to contact me.

Brenda Leathem

Primary School Links Officer

St John the Baptist’s College

Portadown

Tel: 07783616052