



Open Enrolment 2026

FAQs/Key Information

1. How do I apply for a Nursery or P1 place?
The application process is online from 7th January via the EA website - <https://www.eani.org.uk/parents/admissions>
This link will lead you through the necessary online form for either Nursery or P1. An email address will be required.
2. When does the process open and close?
The enrolment process opens at **12noon on 7th January 2026 and closes at 12noon on 21st January 2026.** The dates are the same for Nursery and P1.
3. Where can I complete the form?
The form can be completed from any device or tablet.
4. Will staff be able to help complete the form?
Yes, we will have office staff ready to assist parents at any stage via telephone. Please contact the school for help and support if needed – 02890705122.
5. How many choices do I need to put on the form?
EA recommend at least 4/5 choices on the form.
6. What do I do if I am in receipt of Job Seekers Allowance/Income Support/Universal Credit?
There is a section on the form in which a web address is given to access a claim form. This form needs to be completed by the parent and brought to the local DHSS office to be stamped. This form should then be attached to the application as a supporting document by **no later than 4pm on Monday 26th January 2026.**
7. Does a part-time Nursery count as two places i.e. AM and PM?
Cairnshill Integrated Nursery has 2 part time classes however it can only be used once on the form. Please specify your preference of AM or PM anywhere on the form and the school will try to ensure that this is taken into consideration (This is not guaranteed and will be decided by the school in terms of number of am/pm preferences)
8. Can I change my form once it has been submitted?
Yes, forms can be changed online up until the closing date of 21st January 2026 at 12noon.

9. How do I support my application?

Please make it clear on the form if the child has siblings in the school currently – write in name of sibling and current class. Ensure that you include any other details as to how your child meets the criteria of the school. The school will not be responsible for any details that are not included.

10. What do I do with supporting documents such as a birth certificate?

Birth certificates and other supporting documents i.e. utility bills/Income Support claim form etc should be attached to your online application. **no later than 4pm on Monday 26th January 2026.**

11. When will I hear if the application has been successful?

EA will issue confirmation via the parent portal on their website. A letter may also be sent to the home address on the application form on Tuesday 19th May 2026.

12. Can I appeal the outcome?

Yes, if you feel that the Board of Governors have not applied their criteria correctly parents have the right to appeal. Further details will be made available via the EA website.

I hope that you have found this information sheet useful. Please do not hesitate in contacting either Natalie or myself in the school office if you require any further information.

I understand that this is a new procedure for some parents and that the whole enrolment process is a difficult one for the whole family unit to go through. If we can help in any way to make the process easier, please let us know.

You will find lots of information on the school website and social media platforms, but it is always nice to hear the views first-hand. We hope to see you and your family very soon!

J Currie MBE

Principal

02890705122

info@cairnshillintegratedps.belfast.ni.sch.uk

Key Dates

7th January 2026 – Enrolment Opens (12noon)

21st January 2026 – Enrolment Closes (12noon)

26th January 2026 – Supporting documents to be submitted (4pm)

19th May 2026 – EA confirm places via the parent portal