

## Filling in the Transfer Form

3 sheets – green, white & yellow; write on the top one (GREEN) and the writing will go through onto the other sheet. A **biro** works best with carbon paper.

- **Section A** is asking for your child's personal details & the school's name etc
- In **Section B**, make sure you list **at least 3 schools** and indicate if your child has a brother/sister **currently** attending the school by ticking the box on the right of the line. Answer the **3 questions** at the bottom of this section (if relevant).
- If your child is currently entitled to **free school meals**, make sure you tick the box near the bottom right of **Section B** and **sign your name** beside it
- When filling in **Section C**, use your chosen school's Admissions Criteria ([www.eani.org.uk/admissions](http://www.eani.org.uk/admissions) and search for a particular school's admission criteria in its prospectus; you may also request a prospectus from each post-primary school) to give reasons for your choice e.g. brother or sister go to the school; closest post primary school to where you live (ignore AQE / GL scores/grades)
- Make sure you - and anyone else with parental responsibility - sign **Section D**

You may wish to delay filling in the Transfer Form until after you have attended the Open Nights at the schools you are considering (**dates for Open Nights are on the E.A. website**), or you may have already made up your mind and fill it in straight away. Either way, please return it **as soon as possible** and by **Friday 1 February** at the latest. Thank you.