

20 April 2020

To Principals of Nursery Schools, Primary Schools with Nursery Units and Managers/Leaders of Pre-school Providers participating in the Pre-School Education Programme

Dear Principal/Manager/Leader

DIGITAL ADMISSIONS SEPTEMBER 2020 INTAKE: UPDATE NO 8 - NOTIFICATION OF PLACEMENTS

We would like to thank all of you for your prompt consideration and allocation of places in the School Portal. Further to the issue of Update No 7 on 7 April we would like to advise you as below.

Given the uncertainty of the current situation, EA has made arrangements to prepare and issue notification of placement letters for P1 and Pre-School Stage 1 to parents for receipt on 29 April 2020. The letter will outline the application outcome, provide information on the appeals process and link to the EA website for more information.

As it is possible that due to Covid-19 that some post may take longer to deliver than usual, the Citizen Portal will be opened on Wednesday 29 April and parents / guardians who had applied online can log in to view their child's pre-school (target age Stage 1) and primary 1 placements. Guidance on how to log in and access placement offers will be accessible on our website.

Reference will also be included in the letter to the following:-

- Acceptance or non-acceptance of an offer of a place can be emailed to the school or playgroup and where not accepting the offer, to copy the email to the relevant EA Admissions office; and
- For a small number of schools / playgroups the offer of a place may be conditional on a parent/guardian providing you with verifying information in line with the published admissions criteria and that the respective school or playgroup will contact the parent/guardian accordingly.

The letter will not include the following which will be a matter for you to arrange and communicate at a later date, when you are able to do so, i.e. any induction information, and for a small group of schools/playgroups informing the parent/guardian if the child has been placed in a morning or afternoon session.

The EA will also be advising parents/guardians how to access your email address which is available on the EA website <https://www.eani.org.uk/search-schools>.

“To inspire, support and challenge all our Children and Young People to be the best that they can be.”

Education Authority

Armagh Office 3 Charlemont Place, The Mall, Armagh, BT61 9AX E: primaryadmissions@eani.org.uk

Omagh Office 1 Hospital Road, Omagh BT79 0AW

E: preschooladmissions@eani.org.uk

T: +44 (0)28 9598 5595 W: www.eani.org.uk

Access to School Portal

Access to the School Portal will close at 6pm today, Monday 20 April 2020 as data needs to be finalised and sent for the printing of letters. As a result no further changes can be made after this time. The EA Pre-School Admissions office has been in contact with a small group of schools/playgroups and will continue to liaise with you regarding the finalisation of preference decisions.

Appeals Process

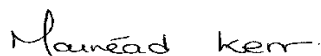
We are currently investigating how and when admissions appeals may be able to take place, given the ongoing pandemic. Parents/guardians who wish to make an appeal against the decision of a Board of Governors, not to admit their child, need to submit their completed appeal form **by 4.00pm on Wednesday 13 May 2020**.

Admissions Helpdesk

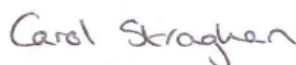
Thank you for your continued patience at this challenging time and should you have any queries or need support the Admissions staff continue to be contactable by emailing preschooladmissions@eani.org.uk or primaryadmissions@eani.org.uk as appropriate. The Admissions Helpdesk telephone number 028 9598 5595 will also be available from 9am – 5pm Monday to Friday.

Your support is very much appreciated.

Yours sincerely



Mairead Kerr
Pre-School Admissions Officer



Carol Straghan
Primary Admissions Officer

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