

Chief Executive Gavin Boyd

30 November 2018



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

Dear Principal/Manager/Leader

**DIGITAL ADMISSIONS – UPDATE**

School Portal Training

In preparing to issue you with further updates on Digital Admissions it has come to our attention that a number of settings did not receive the Digital Admissions Update No. 3 (dated 23 November 2018). This outlined the arrangements for training on the School Portal. Please now find Digital Admissions Update No 3. attached.

Consequently you may not have had an opportunity to indicate if you wished to attend the School Portal training sessions being provided this week. It is our intention to provide further training events in January on the school portal. If you would be interested in attending these mop up sessions, please email [Digital@eani.org.uk](mailto:Digital@eani.org.uk) by close of play on Thursday 13 December 2018.

As stated in the attached Digital Admissions Update No. 3, we would encourage you to view the PowerPoint slides and the Draft User Guide on the School Portal to help inform you in your decision to attend. One of the training sessions which took place during this week was recorded and will be available in due course. In addition a set of FAQs based on those raised during these sessions will be made available. These may also influence your decision on whether or not to attend a mop up session.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Mairead Maguire', is written in a cursive style.

Mairead Maguire

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