

3 December 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

New items have been added to the EA Digital Admissions Online Resource Hub which can be found on the EA website here - <https://www.eani.org.uk/digitaladmissions>

- **Digital Admissions Animation**
(Can be found in Videos and Presentations section)
- **Digital Admission Parent Portal Guidance Nov 18 PowerPoint Slides**
(Can be found in Videos and Presentations section)
- **Admissions Poster**
(Can be found in Campaign Material section)

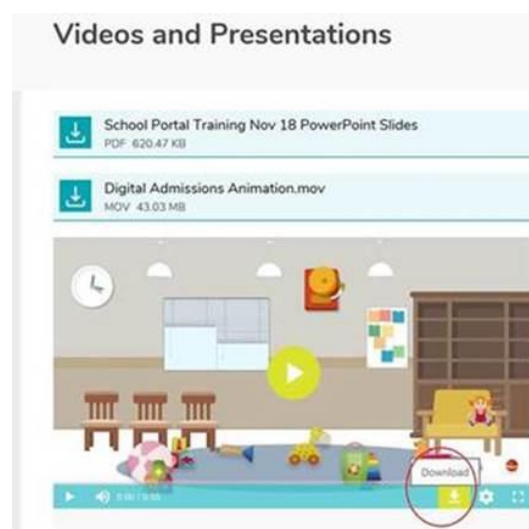
DIGITAL ADMISSIONS ANIMATION

We would encourage you to share a copy of the video animation on your school/ playgroup's online communication channels or use at your open day/ night. You can download a copy of the video online by visiting the link below:

<https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/videos-and-presentations>

- **Instructions for downloading a copy of the video animation**

To download a copy of the video click on the arrow pointing downward which is located at the bottom right corner of the video (button circled in red below). You will be prompted to save the video to your device.



· **Using the video on school/playgroup communications channels**

If you would like to share the video on your school/ playgroup's communication channels please associate the following text with the video:

If your child is starting pre-school or primary school in September 2019, you can apply for their place online from Wednesday 2 January 2019. The closing date and time for pre-school and primary one applications will be 12.00 midnight on Thursday 31 January 2019. The post primary school admissions process for the September 2019 intake will remain the same as in previous years. Further information is available on the EA website under the Admissions section at - <https://www.eani.org.uk/parents/admissions>

(INSERT VIDEO BELOW THIS TEXT)

· **Are there other ways to share the video?**

EA has uploaded a copy of the video to its online communications channels (EA website, Facebook and Twitter) and schools/playgroups can share this video post from the EA Facebook page at @educationauthorityni or by retweeting on the EA Twitter account at @Ed_Authority.

DIGITAL ADMISSIONS PARENT PORTAL GUIDANCE POWERPOINT SLIDES AND ADMISSIONS POSTER

EA has developed an Admissions Poster and Digital Admissions Parent Portal Guidance Presentation which provides guidance for parents on how to use the parent portal.

You can download a copy of these resources from the EA Digital Admissions Resource Hub which you can use with parents. A parent friendly leaflet of this information will be made available in the Digital Admissions Online Resource Hub soon.

SCHOOL PORTAL TRAINING POWERPOINT SLIDES

Remember the EA recently ran a number of training sessions on how to use the School Portal and the slides used at these session are now available to download from the resource hub.

One of these sessions was recorded and will be available as a video in due course. In addition a set of FAQs based on those raised during these sessions will be uploaded to the resource hub.

It is our intention to provide mop-up training events on the school portal in January.

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