

Chief Executive Gavin Boyd



4 January 2019

**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 NO 7**

This week saw the formal opening of the Parent Portal for applications to pre-school and primary school. As of lunchtime today there has been circa 21,000 applications successfully submitted. Given there is an estimated cohort of 50,000 potential applications this already represents over forty percent of those who would be applying. It is worth noting this volume of applications has occurred within a very quick window which has regrettably led to some parents/guardians experiencing difficulties. The Education Authority (EA) has been working hard to successfully resolve the performance issues in order to provide the best user experience for parents/guardians.

The online system continues to successfully receive applications from parents/guardians choosing to use this channel. With such high interest and usage it further demonstrates the level of demand for such a service from our parents/guardians. Obviously this has attracted much interest from many including the media.

Amongst the areas needing further clarity is when you will be receiving your login details.

Due to the continued high volume of activity, the user experience of parents is the key priority until 31 January 2019. Consequently, it has been decided to release login details on a phased basis commencing Monday 7 January 2019. This managed release will support the overall performance of the online system.

The schedule for release is as follows:

Monday 7 January 2019	Primary Schools
Tuesday 8 January 2019	Nursery Schools and Nursery Units and Voluntary and Private Providers Participating in the Pre-School Education Programme

Logins will be issued on a phased basis by email at hourly intervals until 4.00pm each day. Contact details will be provided should you encounter any difficulties.

**Education Authority**

**Digital Transformation Office, 3 Charlemont Place, The Mall, Armagh BT61 9AX**

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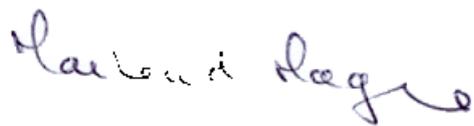
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The EA continues to listen to all its stakeholders so therefore in response to comments received at the various training events there has been some minor amendment to the view of applications. These amendments were to address concerns expressed around canvassing and data minimisation, consequently your initial view of applications in the School Portal will be confined to first preferences.

I would like to thank you for your continued patience and understanding as we work together on this major online transformation project.

Yours sincerely

A handwritten signature in purple ink that reads "Mairead Maguire". The signature is written in a cursive style with a long, sweeping tail on the final letter.

Mairead Maguire

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Education Authority

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