30 January 2019

Our Ref: DIGITAL ADMISSIONS – UPDATE NO. 9
Re: Parent and School Portal Closure

Dear all,

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

We are writing today to update you on the next phase in the digital admissions procedure, this update gives key information for the next phase. We are pleased to say to date the Education Authority (EA) has received almost 43,000 online applications for admission to Pre-school and Primary 1 for September 2019.

Re: Parent Portal

The Parent Portal will close to applications at midnight on **Thursday 31 January 2019**.

The Parent Portal will be available again on **Monday 4 February 2019**. However parents will be restricted to only viewing the application they have already submitted, and changes to an existing online application cannot be made.

After the closing date of the **31 January 2019** any parent making a **late** application will be required to complete a paper application form. We had issued pdf copies of the application form to all settings in the week prior to the opening of the Parent Portal.

On the EA's website www.eani.org.uk/admissions there are further guidelines for parents, on how to provide additional information in support of an application already submitted or how to change their preferences after the closure of the Parent Portal.

Re: School Portal

The School Portal will be temporarily unavailable on **Friday 1 February 2019,** this is to facilitate the addition of a link that will enable all schools/pre-schools to run reports.

During **Friday 1 February 2019** our School Admission staff will also be matching details of any applications received on the previous day in order to ensure they are available for all schools/pre-schools through the School Portal.

In addition, and in preparation for the next steps of viewing, printing applications, preparing reports, and for the selecting and allocation of applicants we will be updating the following materials:

(1) School Portal Draft User Guide; and
(2) School Portal FAQs.

All updated versions will be published on the Digital Admissions Hub before **Monday 4 February 2019**, along with a quick step guide to using the School Portal.
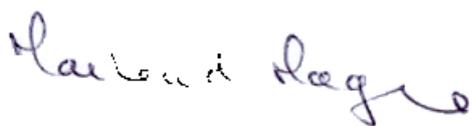
We anticipate that the School Portal will be available again on **Monday 4 February 2019**.

You may wish to take into account the key information and downtimes in this update, in relation to the planning and scheduling of meetings with School Boards of Governors or Management Committees.

Our 'routine' January Circulars will in addition to the usual sections also include a section on, 'How to make a return on paper applications', these circulars will be issued shortly.

We would like to thank you all for your support and patience with the process to date, and for your continued cooperation as we continue to work together through this next phase of the digital admissions procedure.

Yours sincerely

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