

4 February 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 10

School Portal – Processing of Online Applications

I wish to confirm that the School Portal has reopened.

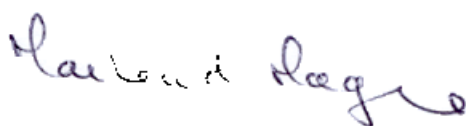
In preparation for notifying the Education Authority (EA) of which children are to be selected for admission and which are to be refused I would refer you to the following documentation which has been published in the Digital Admissions Hub today <https://www.eani.org.uk/digital-admissions/guidance-faqs>

Sector	Document
Pre-School	Notes of Guidance 2019 Pre-School Admissions
	Form EA OENS – Report on 1 st pref Pre-School paper applications 2019/20
Primary	Notes of Guidance 2019 Primary Admissions
	Form EA OEP1 – Report on 1 st pref Primary paper applications 2019/20
Pre-school and Primary	Data Security Advice
	Applicant and Pupil Details Correction Form
	FAQs Digital Admissions V2 4.2.19
	School Portal User Guide
	School Portal Quick Start Guide

I confirm that you will be able to view all applicants who have listed your pre-school/school at any preference. However you will not be able to see which setting the parent has listed as a higher preference, nor will you be able to view the reasons for preference listed in respect of any other setting. These applicants will only become available to print if/when they have been refused admission by all higher preferences. At this point they will become available for you to process.

For the purposes of the return due to EA by 15 February 2019 you should consider your first preferences at this stage.

Yours faithfully



Mairead Maguire
Project Lead Digital Admissions
Education Authority
Tel. (028) 3751 2411

Education Authority

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

W: www.eani.org.uk

T: +44 (0)28 3751 2222

Email: digital@eani.org.uk