

Transcript - Part 2 - Pre-School and Primary Journey

Welcome to this training presentation for digital admissions showing the journey for preschool and primary school settings through the process, once applications have been received.

This is the second part of our training for this digital admissions process, and I would recommend that you take a look at part one to familiarise yourself with the parents' journey through the process.

The citizen portal opens on the 7th of January and closes on the 29th of January.

The document hub opens alongside this and parents will receive an email inviting them to upload any documents in support of their application.

There's a later closing date to give parents time to gather the documentation they need.

The EA website contains all the necessary information on the digital admissions hub.

And all this relevant information will be available from mid December. It should be your first port of call if looking for information.

We will continue to deliver important messages and updates through social media, which we recognise as particularly effective in reaching our target parents.

As with previous years, this is a 'digital first' process and so a paper application form is still available.

However, in the current circumstances, we are encouraging everyone to avail of the digital process and would ask you all to support us in getting that message to our parents.

Parents should contact the EA admissions directly if they require a paper form.

We are also aware that some parents may struggle to complete a digital application for a variety of reasons, so again, we have sought to provide as much digital assistance as possible.

This worked very well last year, although due to COVID-19 restrictions on face-to-face meetings, mean that it will obviously be different this year.

Digital clinics are likely to be virtual this year and we have engaged the services of 'Go ON NI' to help with any problems regarding the process.

These digital clinic sessions can be booked by contacting the EA Helpdesk, which will again be available to offer help.

The Intercultural Service will provide help for parents without English as their first language.

The school portal is accessed in the same way with a secure login.

Principals and leaders should have existing login details from last year, but if not they should contact EA to reset their password and create new login details.

Once logged into the portal, it will operate in the same way as last year, allowing you to view your applications as required. The same information and same functionality will be available and the ability to view or export information as per last year.

As in previous years, you will be able to view the status of your applications whilst the application window is open.

The system is viewable only, and the first preferences default to provisional. Once closed, you can allocate or refuse applications and you can change the status throughout the process.

If an application is recalled to higher preference, then it shows as 'no longer required' on the school portal.

As mentioned, the Schools Portal allows reports to be run and these can then be exported as Excel or Word documents and in this form they can be tailored to suit an individual Pre-School or School circumstances, allowing you to make the necessary decisions regarding admissions.

Once the provider has decided on its cohort of children, it can then use the document download hub to consider any relevant supporting documentation, and this is the new feature for the providers this year.

The provider will then log on to the new document download hub via secure login. Schools and Pre-Schools will have previously received an email with the secure login details provided.

And the Principal or leader can then register and set passwords or set up other users as required.

Once on the system, you will only be able to see those applications relevant to your school or Pre-School setting.

You can choose between an applicant or document view and these can be sorted by application number, by name, by parent email, simply using the drop-down menu at the top of each column.

You will also be able to search for individual applicants by application name or number.

Then by clicking directly on the blue number of the application, you will be able to access further detail.

So clicking on the number reveals more detail, including child's name, date of birth, parent's email address and parent's phone number.

There's also a list of documents currently uploaded to support the application.

Schools and Pre-Schools can then choose to view or download as necessary.

The system is designed to be as intuitive as possible, so that when a user clicks on the view icon, a copy of the document uploaded will display on the right hand side of the screen as shown.

Clicking on download will download documents in the usual way. The document downloaded is visible at the bottom of the screen and a partial image of the document is visible in the download window.

Any downloaded document may then be opened to view, can be saved, or printed as required.

Choosing the 'supporting document' screen will show all the applications and associated documents for your particular school setting.

Documents can then be filtered by type and then you will have the option to download a single document, several documents or all documents, simply by clicking the appropriate box or boxes on the left of the screen.

Schools and Pre-School settings, in downloading potentially sensitive information, will be data controllers. So before downloading these, there will be a reminder that they will need to ensure they are GDPR compliant and that they agreed to process all information securely.

We hope that this presentation has answered most of your questions, but should you need further help or advice, then here are the relevant details of how you can contact the appropriate person now.

Thank you for listening.