

09 March 2021

**To Principals of Primary Schools**

Dear Principal

**DIGITAL ADMISSIONS UPDATE No 7**

**P7 Pupils - Application to Post-Primary**

Post-primary applications opened on Monday 1 March 2021 and will close at 4pm on Tuesday 16 March 2021. As of 8 March 2021 13,448 applications have been submitted which accounts for 57% of the cohort.

The Education Authority is very aware of the important role played by primary school principals in supporting parents as they make choices for their Primary 7 children. This year, with the introduction of online applications, it would be greatly appreciated if you would send a reminder to apply to the parents of your P7 pupils. Suggesting wording is provided in the box below.

The Education Authority has requested that I remind parents of P7 pupils of the closing date for online Post-Primary applications on **4pm on 16 March 2021**. If you require assistance with your application the Admissions Helpdesk (028 95985595) is open from 8am to 8pm Monday to Thursday and 8am to 5pm on Friday or you can email [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk)

In terms of support for newcomer parents the application can be translated using the RECITE ME tool. In addition the Intercultural Education Service (IES) can arrange an interpreting service via the 3-way telephone system provided by Big Word. If this service is required for parents of your P7 pupils please email [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk) or contact Admissions Helpdesk on 028 9598 5595 or the IES helpdesk 028 9448 2210.

As previously advised you can monitor the applications of your P7 pupils in the [School Document Hub](#) which is where you accessed documents associated with primary applications. If you require support with logging in to the School Document Hub please email [digital@eani.org.uk](mailto:digital@eani.org.uk).

EA will send direct reminders to parents who have started an application but have not yet submitted it. However, we do not have contact details for parents who have not started an application. We are concerned that a number of parents may delay making an application until too late and therefore request your assistance in contacting parents of your P7 pupils who have not yet made an application as we now approach the application deadline. When contacting parents, please be aware that there may be a delay between the application being submitted and details being updated in the school hub, due to the time needed by Admissions staff to match pupil details.

EA continues to raise awareness of the closing date via social media channels.

Thank you for your support.

Yours sincerely



Maxine Harris

**Project Lead Digital Admissions**

**“To inspire, support and challenge all our Children and Young People to be the best that they can be.”**  
**Education Authority**

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