

15 April 2021

To Principals of Nursery Schools, Primary Schools with Nursery Units and Managers/Leaders of Pre-school Providers participating in the Pre-School Education Programme

Dear Principal/Manager/Leader

DIGITAL ADMISSIONS UPDATE No 8

Update on Processing

The admissions procedure for Pre-School Stage 1 and Primary 1 closes on Tuesday 27 April 2021 as previously published [Department of Education's Circular No 2020-11 Open Enrolment in Nursery, Primary and Post-Primary Schools Timetable 2021-2022](#)

Admissions staff are continuing to liaise with pre-schools/primary schools regarding any outstanding preferences and we would like to thank everyone for your consideration and allocation of places in the School Portal. We understand that once again this year there have been considerable difficulties to overcome in making timely decisions on applications.

We would ask that you check the School Portal daily for any provisional applications that need your consideration and update decisions taken by allocating/refusing. Also check the allocations for the Pre-School Stage 1 or Primary 1 admissions that you have made on the portal are correct and as applicable, **only** advise of any changes to the relevant admissions office by email. Please ensure that you have advised us of any paper applications that you may have received. Any applications received after 12 noon on 5 February 2021 will be processed from 28 April as per the timetable. Guidance on Pre-School Stage 2 has been uploaded to the [EA Digital Admissions Hub](#) under Forms and Guidance.

Access to School Portal

Access to the School Portal will close on Wednesday 21 April at 4pm as data needs to be finalised. As a result, no further changes can be made on the portal after this time by a pre-school/primary school. If you have any final changes on applications after 21 April and before 2pm on 27 April contact the relevant admissions office by email and put 'School Portal Update' in the subject heading of the email. After 27 April portal updates for Pre-School Stage 1 and Primary 1 can continue to be sent by email. For access to the School Portal during Stage 2 of the pre-school procedure refer to the Stage 2 Notes of Guidance.

Prior to and after 27 April, any documents will continue, as applicable, to be exchanged for applications that are late, new or further preferences either via the school document hub; through AnyComms+ for C2k schools or through the school portal email address for Nursery Schools/Playgroups. General communications will be sent to your normal school or playgroup email account.

Please regularly check the communication channels identified above for any information that we may send. In all cases you should comply with current GDPR regulations. Reminder GDPR information can be accessed [here](#).

"To inspire, support and challenge all our Children and Young People to be the best that they can be."

Education Authority

Ballee Centre, Ballee Road West, Ballymena, BT42 2HS T: +44 (0)28 2566 1111 W: www.eani.org.uk

Outcome of Application Notifications

The date for notification of placements to be received by parents/guardians for Pre-School Stage 1 and Primary admissions is Wednesday, 28 April 2021. Parents/Guardians who applied online can log on to the Citizen Portal on 28 April to find out the outcome and information will be available on the [EA Website](#) to advise how to access the Citizen Portal. Pre-Schools/Primary Schools may also choose, if they wish, to notify parents/guardians by post. Letters for receipt on 28 April and template placement letters are available on the EA Digital Admissions Hub under Forms and Guidance.

NB: For any children accepted where an application was made using a paper form, the pre-school/primary school will need to issue a letter to the parent/guardian for receipt on 28 April. Where this is applicable, the Admissions Team will contact you directly to advise which applications were submitted by paper.

Pre-Schools/Primary Schools **are not required** to write to any parent/guardian whose child you were **not able to accept**. In this case the EA will communicate with parents/guardians on 28 April, guiding them to the EA website to view information on what they need to do and also guiding them to view a list of places available so that they can submit further preferences for consideration.

Reference will also be included on the Citizen Portal or EA website to advise parents/guardians:-

- how they can communicate their acceptance or non-acceptance of an offer of a place by emailing the pre-school/school and where not accepting the offer, to copy the email to the relevant EA Admissions office;
- how they can contact you, information available at <https://www.eani.org.uk/search-schools>; and
- for a small number of pre-schools/schools the offer of a place may be conditional on a parent/guardian providing verifying information in line with the published admissions criteria and if this is applicable, that the respective pre-school/school will contact the parent/guardian directly.

When able to do so, it will be a matter for pre-schools/primary schools to arrange and communicate starting date arrangements and any induction information, and for a small group of pre-schools informing the parent/guardian if the child has been placed in a morning or afternoon session.

The EA will continue to communicate updates via its social media platforms regarding the admissions timeline/procedure.

Appeals Process

Information on the Appeals Process will be available on the [EA website](#) on 28 April. Parents/guardians who wish to make an appeal against the decision of a Board of Governors, not to admit their child, need to submit their completed appeal form **by 4pm on Wednesday 12 May 2021**. The EA will be in contact in due course with relevant schools regarding the appeals procedure.

Update on entering pupil details on SIMS (Primary Schools and Nursery Units)

Schools can input manually new entrants' data into SIMS when ready to do so.

Thank you for your support and if you have any queries regarding the content of this letter please contact Maxine Harris at: digital@eani.org.uk. Alternatively for queries regarding the admissions procedures contact the Admissions Team, Monday to Friday 9am to 5pm by telephone on 028 9598 5595 or by emailing preschooladmissions@eani.org.uk or primaryadmissions@eani.org.uk as appropriate.

Yours sincerely



Maxine Harris

Project Lead Digital Admissions

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