

Update on end of Post Primary Admissions Procedure

We would like to thank you and your staff for your support in guiding and assisting parents with their applications for a Post Primary place for their child.

Notification Day - Saturday 20 May

An email will be issued on the morning of Saturday 20 May, notifying parents where their child has been offered a place. An email will be sent on Tuesday 16 May to parents who applied online, or provided an email address on their paper application, to advise them of this arrangement.

Signposting within each email will guide parents to advice and support, where needed.

The EA will write to those parents who have applied via a paper application to notify them of the outcome of their child's application.

Please note, parents cannot indicate acceptance or refusal of a place offered via EA Connect. If any Post Primary school requires confirmation, they will contact parents with instructions on how to respond.

Parents will be advised that the offer of a place may be conditional on providing verifying information. Again, should a Post Primary school require verification documents, they will contact parents directly.

Placement Lists

EA will supply a copy of the placement details of your Primary 7 pupils on Friday, 19 May 2023 via AnyComms+. This information must not be disclosed before 9am on Saturday 20 May. Only those pupils for whom an application had been submitted will appear on the report. Children with a Statement of Special Educational Needs will not appear on this report.

AnyComms+

Access AnyComms+

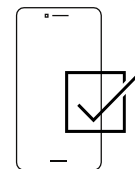
in school: via the desktop app
outside: AnyComms+ website



Guidance on how to use AnyComms+ in school can be found on [C2k Exchange](#) and the [EA Website](#)

Pastoral Support

We appreciate the pastoral support you provide to your pupils throughout the year and understand that this is an anxious time for your pupils and their families; we therefore seek your assistance to help support any parent/guardian, particularly in the event of their child not yet being placed in a post primary school. I would be grateful if you could share the key messages, overleaf, with parents of your Primary 7 pupils.



Admissions



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Children not yet placed in a school

Parents whose child has not yet been offered a place will be able to submit further preferences via EA Connect for consideration by post primary schools with places available. A list of schools with places available will be accessible on the [EA Website](#) on 20 May 2023.

A dedicated helpdesk number will be shared with parents of pupils who have yet to be offered a place.

 **028 9041 8053**

Late applications

Parents who have not yet applied for a post primary place can apply via EA Connect to schools with places remaining available from 20 May 2023. Paper applications which were received by EA after 9 March 2023 will be added to EA Connect from 22 May 2023.

Admissions Helpdesk

An Admissions Helpdesk will be operating from 9am to 12 noon on Saturday 20 May to assist parents who require support and to answer queries that cannot be clarified via the information on our website.

 028 9598 5595 (Monday to Friday from 9am to 5pm)

 postprimaryadmissions@eani.org.uk (parents helpdesk)

 ConnectAdmissionsPostP@eani.org.uk (priority support mailbox for schools)

 digital@eani.org.uk

EA Website

The Admissions page will be updated on the morning of Saturday 20 May.

- Providing details on which schools have places remaining available.
- How to submit further preferences if a child has not yet been offered a school place.
- How to request a change of school preference.
- How to lodge an appeal and the remit of the Tribunal.



[Admissions Resource Hub >](#)

Thank you again for your continued co-operation.

Developed through the EdIS programme, EA Connect is home to a number of key services delivered by EA to support schools and families.

EdIS Latest News

For all the latest updates on EdIS projects, visit www.eani.org.uk



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Key messages for Parents on Notification Day

An email will be issued to parents on the morning of Saturday, 20 May 2023 notifying them of the outcome of their child's application.

Parents do not need to log in to the online portal on Sat 20 May to find out the outcome of their application.

Many parental queries can be answered via our detailed website information: www.eani.org.uk/admissions

From Saturday, 20 May information will be accessible on:

- Making further preferences if a child has not yet been allocated a post- primary place;
- Appealing the decision of a Board of Governors not to admit a child;
- Changing preference to an:
 - Oversubscribed School
 - Undersubscribed School;
- Making a new application where a parent has not previously applied for a post-primary place.

Contacting EA

Our Admissions Helpdesk is open from 9am to 12 noon on Saturday 20 May via

Telephone: 028 9598 5595

Email: postprimaryadmissions@eani.org.uk

Staff will be available to provide support and guidance to parents. Lines are expected to be very busy. We do understand that it can be a very distressing time for children and families when the placement news is not what has been hoped for. While we will try to assist everyone, it is important for parents to remember that decisions on admissions are made by individual schools rather than EA.

Accessing EA Connect

The option to log in to the online portal will be available should parents wish to view their application, its outcome, add additional preferences or lodge an appeal*.

Access via <https://connect.eani.org.uk/parent/Login> using a registered email address and password.

Remember parents do not have to log in to view application outcomes as their email will give this information.

*Admissions Appeals open 23 May 2023 and close 4pm 01 June 2023.