

Paper Copy Recipients

- Sample Student (Year 1, Samples)

**Forge Integrated Primary
School**
20
Carolan Road
Belfast
County Antrim
BT7 3HE

9 June 2021

Sample Parent

Email:
info@forge.belfast.ni.sch.uk
Phone: 02890492177
Website:
<https://www.forgeips.co.uk/>

Sample Student (Year 1, Samples)

Post Primary Placement Notifications

Dear Parent/Carer,

I am writing to remind you of the details of post primary placement notifications for P7 pupils which will be made available by the Education Authority from this **Saturday 12 June** on the online admissions portal. This is earlier than originally anticipated.

The information below from the EA should help guide you through the process of logging on to the portal and provides details of further support.

We are always hopeful that parents and children will be placed in accordance with their preferences, but we are mindful that some will experience disappointment and that this is a stressful time. Primary schools do not have any part in the decisions made by post primary schools and cannot address issues that parents may have with those decisions.

If you do need support in dealing with an issue relating to your child's admission to post primary school please refer, in the first instance, to the information outlined in **Section 3** below. We will, of course, offer what support we can and if you wish to contact us please do so by email: info@forge.belfast.sch.ni.uk or by telephone on 02890492177 (Office hours) and we will respond to you as soon as possible. I hope that this is helpful and wish all of you well for the weekend.

Yours Sincerely,

Neville Watson

Principal

Key messages for Parents

1. Accessing the EA Post-Primary Application

Parents can log in to the online portal via the EA website link, <https://admissions.eani.org.uk/postprimary>

using their registered email address and password. All users will be emailed prior to the notification date so that if they need to they can reset passwords in advance.

The first few hours will be the busiest period and parents may be placed in a queuing system. They may wish to consider trying at a less busy time.

Parents need to make sure they are logging in via the correct link. This is a different system to the Pre-school/P1 online application which some parents may have previously used when applying for younger children.

2. Logging in

- Use Google Chrome or any supported browser (remember Internet Explorer does not support this App)
- If they are unable to log in successfully, please encourage users to ensure their email address and password have been entered correctly. Remember many people have more than one email account so parents must log in with the same one they used registered on the system.
- Users can reset their password by clicking the 'Forgot password' link. EA staff cannot reset passwords. If the email address entered is registered, users will receive an email with a link to complete the reset.
- If users do not receive an email when resetting their password it is likely because they didn't register on the post primary application portal with this particular email address (**otherwise check junk mail and social media folders within the email account**).

3. Contacting EA

EA's Admissions Helpdesk is open from 9am to 5pm on Saturday 12th June via

Telephone: 028 9598 5595 Email: postprimaryadmissions@eani.org.uk

EA staff will be available throughout the day and will endeavour to assist parents. Lines are expected to be very busy, and parents are asked to be patient and considerate when speaking with EA staff. We do understand that this can be a very distressing time for children and families when the placement news is not what has been hoped for.

It is important for parents to remember that decisions on admissions are made by individual schools rather than the EA. Admissions staff will not be able to identify why a child has not been offered a place by a particular school(s).

The majority of parental queries can be answered via the detailed website information at www.eani.org.uk/admissions, where from Saturday, 12 June 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:
 - Over-subscribed School
 - Undersubscribed School;
- Making a new application where a parent has not previously applied for a post-primary place.

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