

28 April 2020

To the Parent / Guardian of:

Forename Surname
Apt, House name
House No Address 1
Address 2, Address 3
Town
Postcode Country

Dear Parent / Guardian

APPLICATION FOR ADMISSION TO PRIMARY 1 – 2020/2021 SCHOOL YEAR

Name of Child: Forename Surname Date of Birth: DOB Student ID: Stud ID

Further to your application for a P1 place, on behalf of the Board of Governors I wish to inform you that your child is being offered a place in School.

For a small number of schools this offer of a place may be conditional on you providing them with verifying information in line with their admissions criteria. In this case, if the school requires further information, they will write to you separately, when it is possible for them to do so.

It is recommended that you should email the school to confirm you are accepting the place offered. The school will contact you at a later date to advise you about any induction arrangements.

If you are not accepting the place offered, you should email the school and provide your reasons for declining the offer and copy primaryadmissions@eani.org.uk into your email.

If you had nominated a primary school on your child's application form in preference to this school, there is provision for an appeal against the decision of the Board of Governors of the school in not selecting your child.

An appeal can only be upheld if a Tribunal finds that the admissions criteria were not applied or not correctly applied and that if the admissions criteria had been correctly applied the child would have been admitted to the school. You may wish to contact the primary school which has not selected your child for admission to discuss the reason why he/she was not offered a place, to assist you in deciding whether to appeal the decision.

If you wish to appeal against the decision of a Board of Governors not to admit your child, you can access further information on the appeals procedure and an appeal form at www.eani.org.uk/admissions **You must submit your completed appeal form by 4.00 pm on Wednesday 13 May 2020.** EA is investigating how and when admissions appeals may be able to take place, given the ongoing pandemic.

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

Home to School Transport

For those parents that wish to apply for home to school transport assistance, information on eligibility for transport assistance and how to apply online can be found on the Education Authority website at www.eani.org.uk/transport. The online application for transport assistance will be available from Tuesday 12 May 2020.

Should you have any queries about this letter you can find useful guidance on the Education Authority website www.eani.org.uk/admissions You may also contact the relevant school via email in the first instance (contact details for all schools are available on the EA website <https://www.eani.org.uk/search-schools>) or alternatively contact EA Admissions staff by emailing primaryadmissions@eani.org.uk

Yours faithfully

Dale Hanna
Director of Operations and Estates

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