

**Exemplar emails to Parents re Outcome of Applications to be issued via EA Connect  
Appendix C: Not Selected at any pre-school/school listed on the application  
(Separate versions for Primary, Pre-School and Reception Applications)**

**PRIMARY APPLICATION VERSION**

Dear Parent/Guardian

Application No: 2097

The Board of Governors of the Primary School(s) listed on your child's application form are unable to offer Thomas a school place. Each of the schools received more applications than their admissions number and consequently had to apply the published admissions criteria to select pupils.

The Education Authority (EA) appreciates this is very disappointing news for you and your child and will support you as you seek an alternative school placement.

What can I do now?

Guidance on what you can do now is available at <https://www.eani.org.uk/admissions>

We advise that you:

- review the list of primary schools which may have places available at the close of the admissions procedure on the above link;
- identify schools that you now wish to apply to; Log in to the School Applications portal using the email address and password which you used when applying for a place;
- Click on your child's name and on the three dots at the right of the grey box;
- Select 'View Application', and scroll down the 'Application Summary';
- Select a school(s) in the 'Additional School Selection', add any documents in the 'Additional Supporting Documents' section and click 'Submit'.

There is provision to appeal against a school not offering your child a place. If you wish to find out more information about Appeals, please visit <https://www.eani.org.uk/parents/admissions/admissions-appeals> where all information and procedure is detailed, please note that appeals are based on how and whether the school applied its admissions criteria. The appeal form will be accessible on the above link from 9.00AM on Tuesday 30 April 2024. The final date for receipt of an appeal is no later than 4.00PM on Thursday 09 May 2024.

EA's School Admissions team are available to provide support and guidance from Monday to Friday 9am to 5pm via a dedicated telephone Helpline: 028 9041 8053. Alternatively, you can email the team at [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)

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Regards

Donna Allen

Interim Director of Operations & Estates

Education Authority

North West Teachers' Centre, 24 Temple Road, Derry, BT47 6TJ

Email: [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk).

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**PRE-SCHOOL APPLICATION VERSION**

Dear Parent/Guardian

Application No: 2067

The Board of Governors/Management Committee of the pre-school(s) listed on your child's application form are unable to offer Elaine a funded pre-school place. Each of the pre-schools received more applications than their admissions number and consequently had to apply the published admissions criteria to select pupils.

The Education Authority (EA) appreciates this is very disappointing news for you and your child and will support you as you seek an alternative pre-school placement.

What can I do now?

Guidance on what you can do now is available at <https://www.eani.org.uk/admissions>

We advise that you:

- review the list of pre-schools which may have funded places available at the close of Stage 1 of the pre-school admissions procedure on the above link;
- identify pre-schools that you now wish to apply to;
- Log in to <https://connect.eani.org.uk/parent> using the email address and password which you used when applying for a funded place;
- Click on your child's name and on the three dots at the right of the grey box;
- Select 'View Application', and scroll down the 'Application Summary';
- Select a school(s) in the 'Additional School Selection', add any documents in the 'Additional Supporting Documents' section and click 'Submit'.

There is provision to appeal against a nursery school/nursery unit not offering your child a funded place, if you had listed as a preference. There is no right of appeal against a playgroup. You may wish to contact the pre-school provider directly to discuss the reason why your child was not offered a funded place. If you wish to find out more information about Appeals, please visit <https://www.eani.org.uk/parents/admissions/admissions-appeals> where all information and the procedure is detailed. Please note that appeals are based on how and whether the school applied its admissions criteria. The appeal form for Stage 1 of the pre-school admissions procedure will be accessible on the above link from 9.00AM on

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Tuesday 30 April 2024. The final date for an appeal to be submitted is no later than 4.00PM on Thursday 09 May 2024.

EA's School Admissions team are available to provide support and guidance from Monday to Friday 9am to 5pm via a dedicated telephone Helpline: 028 9041 8053. Alternatively, you can email the team at [preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)

Regards

Donna Allen

Interim Director of Operations & Estates

Education Authority

North West Teachers' Centre, 24 Temple Road, Derry, BT47 6TJ

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**RECEPTION APPLICATION VERSION**

Dear Parent/Guardian

Application No: 1400

The Board of Governors of the school(s) listed on your child's application form are unable to offer Diane a Reception place. Each of the schools received more applications than their admissions number and consequently had to apply the published admissions criteria to select pupils.

If you had also applied in January for a pre-school place you will be notified of the outcome of that application today and the action to take if it was unsuccessful.

What can I do now?

Guidance on what you can do now is available at <https://www.eani.org.uk/admissions>

If you have not previously applied for a pre-school place I would encourage you to do so. Information on how to apply for a pre-school place in Stage 2 of the procedure is available on the Education Authority website at the link above.

EA's School Admissions team are available to provide support and guidance from Monday to Friday 9am to 5pm via a dedicated telephone Helpline: 028 9041 8053. Alternatively, you can email the team at [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)

Regards

Donna Allen

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