

**Exemplar emails to Parents re Outcome of Applications to be issued via EA Connect  
Appendix B: Selected at second or lower preference.  
(Separate versions for Primary, Pre-School and Reception Applications)**

**PRIMARY APPLICATION VERSION**

Dear Parent/Guardian

Application No: 2096

Further to your application for a primary place, on behalf of the Board of Governors I wish to inform you that Malachy has been offered a place in Ballyholland PS (Newry) (#3 Preference).

The school will be in contact with you in due course.

Please note that in some schools this offer of a place may be conditional on you providing verifying documents. Where required the school will be in contact with you in due course and will indicate which documents are needed in line with its admissions criteria.

**ACCEPTING PLACE**

It is important that you log in to <https://connect.eani.org.uk/parent> to indicate acceptance of your child's place as soon as possible.

- Click on your child's name and on the three dots at the right of the grey box;
- Select 'View Outcome' and 'More Information';
- Click 'Accept', read the pop up message carefully and click on 'Accept' again.

In the unlikely event of you deciding to reject the place offered you may click the 'Reject' button on the portal. It is strongly recommended that you read very carefully the important information which sets out what can happen if a place offered is rejected.

There is provision to appeal against a higher preference 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 the procedure is detailed. Please note that appeals are based on how and whether the school applied its admissions criteria. The appeal form will be

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accessible on the above link from 9.00AM on Tuesday 30 April 2024. The final date for an appeal to be submitted is no later than 4.00PM on Thursday 09 May 2024.

Primary Transport applications for 2024-2025 academic year will be available on EA Connect from Monday 29 April at 12 noon. To check eligibility and apply for home to school transport, log on to EA Connect <https://connect.eani.org.uk/parent> and select Transport Services.

EA's School Admissions team are available to provide support and guidance from Monday to Friday 9am to 5pm via telephone Helpline: 028 9598 5595. Alternatively, you can email the team at [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)

I wish your child every success in his/her primary education.

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: 1943

Further to your application for a funded pre-school place, on behalf of the Board of Governors/Management Committee I wish to inform you that Lucy has been offered a funded place in All Saints PS NU (Annaclone) (#3 Preference).

Where the name of pre-school includes abbreviation(s) these are defined as:

PG = Playgroup; PS NU = Primary School Nursery Unit; NS = Nursery School; PT = Part-time; FT = Full-Time

Please note that in some pre-schools this offer of a funded place may be conditional on you providing verifying documents. Where required the pre-school will be in contact with you in due course and will indicate which documents are needed in line with its admissions criteria.

For the small number of pre-schools who provide a morning and afternoon session, the placing in a session is a separate process to the offer of a funded place, where applicable the pre-school will contact you.

**ACCEPTING PLACE**

It is important that you log in to <https://connect.eani.org.uk/parent> to indicate acceptance of your child's place as soon as possible.

- Click on your child's name and on the three dots at the right of the grey box;
- Select 'View Outcome' and 'More Information';
- Click 'Accept', read the pop up message carefully and click on 'Accept' again.

The pre-school will be in contact with you in due course.

In the unlikely event of you deciding to reject the place offered you may click the 'Reject' button on the portal. It is strongly recommended that you read very carefully

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the important information which sets out what can happen if a funded place offered is rejected.

There is provision to appeal against a higher preference 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 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 telephone Helpline: 028 9598 5595. Alternatively, you can email the team at [preschooladmissions@eani.org.uk](mailto:preschooladmissions@eani.org.uk)

I wish your child every success in his/her pre-school education.

Regards

Donna Allen

Interim Director of Operations & Estates

Education Authority

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

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

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**RECEPTION APPLICATION VERSION**

Dear Parent/Guardian

Application No: 1857

Further to your application for a reception class place in a primary school, on behalf of the Board of Governors I wish to inform you that Carly has been offered a place in All Children's Integrated PS (Newcastle) (#2 Preference).

The school will be in contact with you in due course.

Please note that in some schools this offer of a place may be conditional on you providing verifying documents. Where required the school will be in contact with you in due course and will indicate which documents are needed in line with its admissions criteria.

**ACCEPTING PLACE**

It is important that you log in to <https://connect.eani.org.uk/parent> to indicate acceptance of your child's place as soon as possible.

- Click on your child's name and on the three dots at the right of the grey box;
- Select 'View Outcome' and 'More Information';
- Click 'Accept', read the pop up message carefully and click on 'Accept' again.

In the unlikely event of you deciding to reject the place offered you may click the 'Reject' button on the portal. It is strongly recommended that you read very carefully the important information which sets out what can happen if a place offered is rejected.

EA's School Admissions team are available to provide support and guidance from Monday to Friday 9am to 5pm via telephone Helpline: 028 9598 5595. Alternatively, you can email the team at [primaryadmissions@eani.org.uk](mailto:primaryadmissions@eani.org.uk)

I wish your child every success in his/her primary education.

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Regards

Donna Allen

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