



**To Principals of Primary Schools**

11 May 2020

Dear Principal

**Re: Post Primary School Admissions 2020/21**

Given the uncertainty of the current situation, the Education Authority has taken the decision to prepare and issue notification of post primary placement letters on behalf of schools to parents/guardians for receipt on **Thursday 4 June 2020**.

The letter will provide: the application outcome, information on the appeals process and link to the EA website for more information.

We appreciate the pastoral support you provide to your pupils throughout the year and understand that this is a particularly anxious time for your P7 pupils and their families; we therefore seek your assistance to help support any parent/guardian in the event of their letter not arriving. In order for this to happen your school needs to ensure the necessary contact arrangements are in place to take calls on **Thursday 4 June** and **Friday 5 June** to assist with communications of your primary 7 pupil's placements.

To help facilitate this we will send you the placement details of your P7 pupils on **Wednesday 3 June 2020** by AnyComms+. This information must not be disclosed before **12pm on Thursday 4 June 2020**.

AnyComms+ can be accessed in school via the desktop app and from outside school on the AnyComms+ website. Guidance on how to access AnyComms+ in school can be found on C2k Exchange | Primary MIS (SIMS) | AnyComms+ - Using the App in school for EA Admissions Documents. From outside school please refer to Information Sheet EN169 available on C2k Exchange. However, if you feel you need any further support to access this please contact C2K Helpdesk on 08706 011666.

**Admissions Helpdesk**

Thank you for your continued patience at this challenging time and should you have any queries or need support the Admissions staff continue to be contactable by emailing [postprimaryadmissions@eani.org.uk](mailto:postprimaryadmissions@eani.org.uk).

EA will also operate a helpdesk from 1pm on Thursday 4<sup>th</sup> June for parents of pupils whose letter does not arrive in the post.

Your cooperation and support is very much appreciated at this time.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Sara Long', enclosed in a thin black rectangular border.

**SARA LONG**  
**CHIEF EXECUTIVE**