

Dear Parents

**Transfer Procedure 2020 – Placement Letters**

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.

I understand that this is a particularly anxious time for our Year 7 pupils and we will be available to support any parent/guardian in the event of their letter not arriving. I will receive a printout of pupils from St Brigid’s PS on Thursday 4 June 2020 at 12 noon showing the post primary schools where the children have been accepted and in the event you do not receive your letter in the post you can contact me at the school between 12.15 – 2.00 pm on Thursday 4 June and between 10.30 am – 12.30 pm on Friday 5 June.

I will only be able to confirm the placement details and will have no other information from the Post Primary schools. If you have any queries with regards to the placement you should contact the Post Primary school directly.

**Admissions Helpdesk**

The EA Admissions Helpdesk will be in operation from 1pm to 5pm on Thursday 4 June 2020. It can be contacted on 028 9598 5595 or via email on postprimaryadmissions@eani.org.uk. It will operate Monday – Friday 9am – 5pm thereafter.

Further information will also be available on the EA website www.eani.org.uk/admissions

**SEN Helpdesk**

The SEN Helpdesk (028 9598 5960) can provide information to parents of children with Statements of Special Educational Needs. The SEN Helpline operates Monday – Friday 9am – 5pm.

Once again thank you for your continued support and co-operation.

Yours sincerely

Kieran P O’Neill

Principal