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**21/4/2020**

**DIGITAL ADMISSIONS - P1 PLACEMENTS**

Dear Parents,

This is a very unsettling time for everyone and it is also an uncertain time for parents regarding your child’s placement in P1 in September.

I am writing to inform you that Principals have been informed by the EA that they have made arrangements to prepare and issue notification of placement letters to P1 parents. You should receive notification of a placement from the EA on the 29th April. The letter will outline the application outcome, provide information on the appeals process and link to the EA website for more information.

It is possible, that due to the Covid-19 virus, that some post may take longer to deliver than usual. As a result of this the EA Citizen Portal will be opened on the 29th April and parents who have applied online can log in to view their child’s P1 placement. Guidance on how to login and access placement offers will be accessible on the EA website.

**STAFF WILL ALSO BE AVAILABLE IN ST KEVIN’S PRIMARY SCHOOL FROM 9.00-2.00 ON THE 29TH APRIL TO ANSWER ANY QUERIES REGARDING PLACEMENT.**

At this time, we cannot give information about induction meetings or start dates etc. We will let you know these details once they have been arranged.

**To summarise**

* **Parents will receive their placement letter from the EA and not from the school.**
* **Parents should receive the letter on the 29th April.**
* **If you do not receive the letter parents can access the EA portal or contact St Kevin’s between 9.00-2.00 on 02890 326791.**
* **Parents should phone the school directly or e mail the school on info@stkevins.belfast.ni.sch.uk to confirm that you are accepting/not accepting the place for your child in P1.**

Once again thank you for selecting St Kevin’s for your child for September.

Yours sincerely

Miss Keegan

Principal

St Kevin’s Primary School

Principal: Miss Fiona Keegan BEd MEd PQH(NI)