

## PUPIL AND PARENT UNIT

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Our ref: 0011339

Circular No: 2008/164

18 September 2008

To: Principals of all Primary Schools

Dear Principal

### **RE: DUTY TO VERIFY**

In Board Circular 2008/119 I advised you that the Department of Education was to issue revised guidance on the Duty to Verify and that the admissions policy and criteria for your school were to be returned not later than Friday 26 September 2008.

The Department has now informed the Board that the revised guidance should be issued to schools by Friday 19 September 2008. To allow Boards of Governors time to consider the revised guidance and amend their admissions criteria if necessary the date by which criteria should be returned has been extended to **Monday 6 October 2008**.

If you have already returned your admissions policy and criteria for inclusion in the booklet and do not wish to make any further changes I would ask that you advise the board of this in writing by the same date.

I would ask for your co-operation in returning either the revised entry or confirmation of no further change by the requested date in order to facilitate issue for proof reading, final approval and printing as soon as possible.

Thanking you in anticipation.

Yours faithfully

Mairead Maguire (Mrs)  
Head of the Pupil and Parent Unit  
Direct Line (028 3751 2411)  
MM/sm