

PUPIL AND PARENT UNIT

3 Charlemont Place • The Mall • Armagh • BT61 9AX
Tel: 028 3751 2411 Fax: 028 3751 2400
Email: mairead.maguire@selb.org • Website: www.selb.org



Our ref: 0011339; 0011816; 1000239

Circular No: 2009/271

23 November 2009

To: Principals of all Primary Schools

Dear Principal

DELIVERY OF INFORMATION BOOKLETS ETC FOR ADMISSIONS, ENROLMENT AND TRANSFER OF PUPILS

Deliveries of information booklets and accompanying materials to schools will commence as soon as possible with the aim being to have materials issued before the Christmas holidays. If necessary, outstanding deliveries will be made early in January.

The quantity supplied has reflected the number of copies requested by principals. A limited number of spare copies is available. Should you require further supplies please contact the staff in the Pupil and Parent Unit as detailed below:

Nursery	Helen Hagan	(028) 3751 2520	Email: helen.hagan@selb.org
Primary	Shirley Megarity	(028) 3751 2526	Email: shirley.megarity@selb.org
Guide for Parents	Joy Willis	(028) 3741 0085	Email: joy.willis@selb.org

Alternatively you may fax your request to the Pupil and Parent Unit on (028) 3751 2400.

As always the booklets for the three sectors will be available on the board's website at www.selb.org/pupilparent.index.htm.

ITEMS SUPPLIED

Primary Schools with Nursery Units

- 2 Posters (A3 size).
- 1 Non National Poster (A3 size)*
- Application forms.
- Council area booklets - Pre-school Education. (Notes of Guidance on completion of the application form are included in the booklet).

The Department of Education has advised the board that pre-school leaflets will be issued directly to schools and playgroups but that they will be slightly later than usual.

Primary Schools

Reception Classes/P1

- 2 Posters (A3 size).
- 1 Non National Poster (A3 size)*
- Application forms and notes of guidance
- Council area booklets - Primary Education

*The Non National Poster combines the details for pre-school and primary admissions which reflects the advertisement placed in the newspapers. The three languages are Lithuanian, Polish and Portuguese. Application forms have not been translated into any other language.

Transfer Procedure

Due to the change in admission arrangements for 2010, materials are still being finalised and it is unlikely that any transfer materials will be included in deliveries. The Department of Education has extended the deadline by which post-primary schools have to finalise their admission criteria to Friday 4th December 2009 and this obviously impacts the timescale for printing and delivery of the Guides. Consequently I have attached a copy of the dates for Open Days/Nights which you may wish to circulate to Parents of Primary 7 pupils as the Guide for Parents may not be available in time for some open nights.

The dates for open days/nights for schools in other board areas are also enclosed for distribution as necessary.

I will update you on delivery arrangements for transfer materials in due course.

ITEMS TO BE SUPPLIED IN JANUARY 2010

The following items will be issued directly from the Pupil and Parent Unit by post in January:

Primary Schools with Nursery Units

- Notes of Guidance in relation to the pre-school admissions procedure.
- Returns for detailing the outcome of applications.
- Exemplar letters for notifying parents of the outcome of applications.

Primary Schools

Reception Classes/P1

- Information in relation to handling applications.
- Returns for detailing the outcome of applications.

ADVERTISEMENTS

Details of the advertisements for pre-school and primary are shown below:

Admission to nursery schools, nursery units in primary schools and funded places in other pre-school settings	Combined advertisement in provincial papers week commencing 4 January 2010*	Pre-school applications must be received by 12.00 noon on Wednesday 20 January 2010
Admission to Reception Classes/ Primary One		Reception/Primary One applications must be received by 12.00 noon on Wednesday 20 January 2010

*In harmonising practise across all board areas for the transfer to the Education and Skills Authority, the advertisement will no longer be published in local papers.

If you have any queries about the content of this letter please contact the appropriate officer in the Pupil and Parent Unit.

We would ask that you do not distribute application forms to parents in advance of Friday 4 December 2009 which is the date listed in the Pre-School or Primary Department of Education Guidance for the board to publish information on behalf of pre-school providers and Primary Schools.

Parents of Primary 7 children should also be given the opportunity to visit post Primary schools before transfer forms are completed and returned to the board.

Yours faithfully

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