

## PUPIL AND PARENT UNIT

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23 November 2009

**To: Principals of all Nursery Schools and Leaders of all Playgroups participating in the Pre-School Education Expansion Programme**

Dear Sir/Madam

### **DELIVERY OF INFORMATION BOOKLETS ETC**

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 leaders. Should you require further supplies please contact Mrs Helen Hagan (tel 028 3751 2455 or email [helen.hagan@selb.org](mailto:helen.hagan@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](http://www.selb.org/pupilparent.index.htm).

### **ITEMS SUPPLIED**

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

\* 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.

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.

### **ITEMS TO BE SUPPLIED IN JANUARY 2010**

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

- 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.

## ADVERTISEMENTS

Details of the advertisement 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 for pre-school and primary education in provincial papers week commencing 4 January 2010*	Pre-school applications must be received by <b>12.00 noon</b> on Wednesday 20 January 2010
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\*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.

I 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 Department of Education guidance for the board to publish information on behalf of pre-school providers.

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

Yours faithfully

Mairead Maguire (Mrs)  
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Direct Line (028 3751 2411)  
MM/sm