



Windsor Hill Primary School
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Newry,
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Principal: Miss I McKane
Vice-Principal: Mr P. Morrow

Thursday 11th February 2021

Dear Parents,

P7 Online Transfer Procedure

The Education Authority have produced the attached leaflet to lead you through applying for a place in post primary school for your child.

Education Authority Website

Information is also available on the EA website which includes a 'Post Primary Application Tutorial Video – Desktop View' providing a step-by-step guide to the online application is now available and a mobile phone view will follow shortly. You can access the videos at: <https://www.eani.org.uk/school-management/ea-digital-admissions-online-resource-hub/videospresentations> or <https://www.eani.org.uk/parents/admissions/admissions-videos-and-guidance>.

The information has been pulled together on the school website at: <https://windsor-hill-primary-school.secure-primarysite.net/newsletters-and-letters-for-parents/>

Appointments for parents

We are very conscious that online applications are new to everyone. Covid has also added another 'issue' to the process with the removal of the Transfer test from the process. Parents are welcome to make an appointment with me should you wish to discuss choices / options. Meeting can be take place over the telephone, via zoom, or if this is not an option we can socially distance in the assembly hall if needed.

Appointments are available as follows.

Date	Time	Date	Time
Monday 22 nd February	11:00 am – 3:30pm	Monday 1 st March	11:00 am – 3:30pm
Tuesday 23 rd February	From 11:00am (telephone / zoom)	Tuesday 2 nd March	From 11:00am (telephone / zoom)
Wednesday 24 th February	11:00 am – 3:30pm	Wednesday 3 rd March	11:00 am – 3:30pm
Thursday 25 th February	From 11:00am (telephone / zoom)	Thursday 4 th March	From 11:00am (telephone / zoom)

Call the office or email imckane521@c2kni.net to make an appointment.

For those of you who want your child to transfer to Newry High School, St Mary's or St Joseph's it will be a straightforward process which you will no doubt be able to complete. It is important however that where other schools, maybe those oversubscribed in the past or those little further away are being considered, be careful to identify on your application the criteria you meet and be prepared to provide supporting information if necessary.

Paper Applications

The Education Authority state that their policy is 'digital first' but not digital only. If you do not have an email address or if you find paper forms easier, please speak to me and I will get a paper application for you.

Pupils with a Statement of Educational Needs

Pupils in P7 with a statement NO NOT complete an online application – their application was made at the annual review before Christmas.

Yours faithfully,
I. McKane
Principal