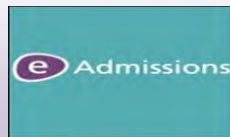


## Apply for your child's school place online



**Applying online for a school place is quick and easy.** Follow the steps in this leaflet and you are ready to start your child's online application.

- Each screen will explain what you need to do; there are guidance notes on the left hand side of the screen to help you.
- You can select any text that is underlined (usually a question/section of the form that needs to be completed) this will open in a new window with an explanation of what is required.

### Step 1: Getting started

- Before you start your online application, you will need to do some research.
- See your local authority's website for details about how applications are processed.
- Visit schools.
- Check schools websites.
- Read the admissions criteria for the schools you are interested in.
- Check how places were offered in previous years.
- You should check transport policies for local authorities (outside London).

### Step 2: What to do if this is the first time you are applying online using eAdmissions

**If you have used the eAdmissions system before to apply for a school place for any of your children you do not need to register again. Instead please go to Step 3.**

- If this is the first time you are using the eAdmissions website you must register to apply online.
- You will need an email address to register, but don't worry if you do not have one. You can sign up for a free Google mail email account on the eAdmissions site.
- It is important that you register well before the deadline, in case there are any problems making your application. The closing dates are:  
31 October for Secondary applications  
  
15 January for Reception and Junior applications
- We recommend Google Mail. However, if you already have an email address you should set your junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. You should check your junk email folder now and then to make sure that messages from

eAdmissions Team are not sent there by mistake.

- Once you have registered on the eAdmissions site, we will send you an email with your **username** and instructions to follow.
- Follow the instructions and you will be sent a second email with your **password**.
- Please keep these safe as you will need them to login and apply for any other children you have, and to see the outcome of your application. March for Secondary applications and April for Reception and Junior applications.
- The email will also contain a link which will take you to the eAdmissions log in page to start your application.

### Step 3: What to do if you have applied before using eAdmissions or you have just registered and received your user name and password

- On the home page select 'login to an existing account' and enter your username and password.
- If you have forgotten your username or password we can re-send them to you when you select the 'Forgotten your user name or password?' link.
- We will send you an email with your username and a new password. Use these to login to your account.
- You must check your personal details – your home address, email, telephone numbers. To make any changes select 'Edit your details' and enter the new details but make sure you press the 'Save and continue' button to record these changes.

### Step 4: Adding your child's details

- The next page is 'My school admissions.' If your child's name is not listed here, select the 'Start application for new child' button.
- If you can see your child's name on your 'My school admissions' page, select the 'Start new application' button below the child's name. This button will only be available for children whose date of birth falls within a relevant age range.  
Enter the details requested about the child you are making the application for on the 'Child details' page or check existing details and select the 'Save & continue' button.

- Fill in all the questions on this page and press the 'save and continue' button at the end of the page.

Please remember

- **Council tax account number:** Some local authorities will ask you to list this information for the address where your child lives. For more details select 'Local Authority details' button on the left hand side bar to see your council's policy on this.
- **Child's current school:** Please select the school from the drop down list. Only type the name of the school in the box if your child is at a nursery school or you cannot see the school name listed.
- **Twins or triplets:** If you have twins or triplets you must make an application for each child and tick the multiple birth box.

#### Step 5: Adding school preferences

- Add your preferences in the order you prefer them. You can select up to six schools (if you live in Surrey you can only select four preferences for Reception & Junior applications).
- Make sure you include the details of any brothers or sisters who may be attending one of the schools you have applied for. If you do not tell us, you may lose out on the sibling criterion.
- If you would like your child to be considered under medical or social criteria for any of the schools you have applied for, you must tick the relevant box and attach supporting evidence. You can attach documents once you have submitted your application. If you do not provide the evidence to support your application, your request cannot be considered under that criterion.
- Some schools ask you to fill in extra forms called supplementary information forms (SIF). If you do not fill in these forms and send them direct to the relevant school, you risk your chance of getting a place at these schools.
- It is your responsibility to check that your online application is fully completed and that you have entered all details correctly. If you do not tick certain boxes or enter relevant information (for example sibling box) your application will not be considered under that criterion.
- Each time you fill in the information on a page, make sure that you select 'Save and continue' button or the information will not be registered.

#### Step 6: Submitting your application

- You can make changes to your online application up until the closing date. Each time you make a change you must resubmit your application.
- Select the 'Submit application' button on the last page.
- After you have submitted your application you will receive an email confirming details of your online application. The email will list an application reference number similar to this: 123-2015-09-E-123456. If you do not receive a number it means

your application was not submitted successfully and you must login and select the 'Submit application' button again.

#### Step 7: Attaching documents

Many local authorities need you to send them information to support your application. You can find out what each local authority needs by reading their information booklet about applying for school places. Select 'Local Authority details' button on the left hand side bar. Documents you may need to attach:

- Confirmation of, your child's address and their date of birth.
- Information to support your application such as doctors letters if you have applied under the medical criterion.
- Information to confirm your child was looked after or previously looked after.
- Information to confirm that you are a crown servant.

#### Important information

If you have ticked any of the categories above and do not provide evidence to show this, your local authority is unlikely to take account of this when making allocations.

#### What happens next?

- If you submitted your application by the closing date, you will be sent the outcome of your application on the published offer day.
- You should respond within 14 days. To accept or decline your offer you should log back in to your eAdmissions account and select the 'View outcome of application and respond' button.
- Some local authorities do not send letters if you have applied online. Check your local authority's details on the left hand side of the 'my school admissions' page.

#### Receipt details

Use the space below to record the username, e-mail address, passwords and application reference number you have used to make your application. Without it you will not be able to go online and see which school place your child has been offered. See 'what happens next' section for the results date.

User Name:

Password:

Application Reference Number: