

Apply for your child's school place online



eadmissions.org.uk

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- Visit schools.
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- 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.
- We recommend Google Mail. However, if you already have an email address you should set your spam/junk mail filter to 'Standard' so that emails from eAdmissions go straight to your inbox. **You should check your spam/junk email folder now and then to make sure that messages from the eAdmissions website are not sent there by mistake.**
- You can also sign up to get notifications during the admissions process either by text message or by downloading the 'ParentComms' mobile App.
- 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 & 14/19 applications

15 January for Reception and Junior applications

- Once you have registered on the eAdmissions site, we will send you an email with your **username** and instructions to follow regarding validating your email address.
- If validation is successful 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 & 14/19 applications and April for Reception and Junior applications.
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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.
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- **You must check your personal details** – your home address, email, and 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 your home page called 'My school admissions. 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. Check existing details and select the 'Next' button.
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- **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.
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Important information

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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 during the evening of the published national 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: