

# Apply for your child's school place online

Use this space to record your unique user name, password and application reference number. It is important that you keep this information in a safe place as you will need these same details to log in if you plan to make any future online applications using eAdmissions.

User name

Password

Application reference number

Online school admission applications are quick and easy to do. Follow the steps in this leaflet and you're ready to start your child's online application.

## Step 1

### Getting started

- Before starting the online application please view Southwark's online 'Starting primary/secondary school 2019/20' brochure which can be found at **[www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)**. You may also want to print any pages from the brochure that you think you will need.
- To apply online go to **[www.southwark.gov.uk/schooladmissions](http://www.southwark.gov.uk/schooladmissions)**
- Click on



Apply online for school admissions

to be taken to the eAdmissions webpage.

## Step 2

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

- If you have previously used the eAdmissions website to apply for a school place for any of your children you do not need to register again. Please go to Step 3.
- If this is the first time you are applying for a school place on the eAdmissions website, you must register to apply online. It is important that the person registering has parental responsibility for the child and that they both live at the same address that has been stated on the online application.

- 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 email account by reading our leaflet 'Registering for an email account' which can be requested from the school admissions team by calling 020 7525 5337.
- We recommend that applicants use GoogleMail if possible. 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 also occasionally check your spam/junk email folder to make sure that messages from eAdmissions are not sent there by mistake.
- You can also sign up to get notifications either by text message or by downloading the 'ParentComms' mobile app.
- Click on '**Register to apply online**'. Once you have registered, you will be asked to create your own password.
- You will then be sent an email with your **user name** and instructions to follow to validate your email address.
- The email will also contain a web link which will take you to the eAdmissions log in page to start your application.
- **Please keep your user name and password safe as you will need these same details to log in to make any future online applications and to see the outcome of your application.**
- **Please go to Step 4** for guidance on how to complete your child's online application.

### Step 3

#### What to do if you have applied before using eAdmissions or you have registered and have a user name

- Click on '**Return to an existing account**' and enter your user name and password.

- If you have forgotten your user name or password click on the '**Forgotten your user name or password?**' link so they can be re-sent to the email address you registered with (check your spam/junk folder as it may have been sent there).
- Once you log in to your account, check if any of your details e.g. your address, email or phone numbers have changed and update them. Once any necessary changes have been made, tick the box to confirm that your details are correct.
- You must also read and agree the Privacy policy by ticking the box and then click on 'Save and continue' to start the application.

### Step 4

#### Completing the application

- If you can see your child's name on your '**My school admissions**' page, click on the '**Start new application**' button below the child's name. You should check your child's existing details and click '**Next**' to continue.
- If you can't see your child's name, click on '**Start a new application for a child that is not listed below**'. You will then be directed to the '**Child details**' page where you must enter the details of the child you are making the application for.
- You must select your child's current school/nursery from the drop down list. If your child's school/nursery is not listed on the drop down list, you must manually type it into the text box provided. Click on '**Next**' to continue with the application.
- Each page on your screen will explain what you need to do with a '**Help**' button at the top of the page which you can click on or guidance notes on the left to help you.
- You must select the school you want for your first preference from the drop down list. You can apply for up to six schools which you must select and list in the order you prefer them. Please ensure that the correct school is selected

especially when there are other schools with a similar name in the borough.

- It is your responsibility to check that your online application is fully completed and that all details are entered correctly. Failure to tick certain boxes, e.g. the sibling box, the looked after children box, or the social/medical box, will mean that your application will not be considered under these criteria.
- If you are providing additional supporting documentation you must upload this as an attachment with your online application or submit this by post before **11.59pm on the closing date (Secondary and UTC - 31 October 2018 / Transfer to Junior and Primary – 15 January 2019)**.
- If you have ticked the 'social/medical' box, you must provide additional information to support your application such as a recent medical/social report or letter from a professional. If you have ticked the 'looked after child' box you must provide supporting documents such as a court order and a letter from your child's social worker. The letter must confirm that the child is currently looked after or has been previously looked after by a local authority but ceased to be so because they were adopted (or became subject to a child arrangements order, special guardianship order or residence order).
- You must ensure that you click 'Next' each time you complete a page of the application or your information will not be saved.

## Step 5

### Submitting the application

- When you have completed your application you must submit it by **11.59pm on the closing date (Secondary and UTC - 31 October 2018 / Transfer to Junior and Primary – 15 January 2019)**. The online application will not be deemed as on time if it is received after this time and date.

- Use the 'Submit application' button to submit your application.
- After you have submitted your online application you will receive an email confirming that your application has been submitted successfully and will also include a unique application reference number similar to this: 210-2019-09-E-123456. If you do not receive this email and an application reference number it means your application was not submitted successfully and you must log in and click on the 'Submit application' button again.
- You can make changes to your online application up until the closing date. If you do make further changes, you must re-submit it by clicking on 'Submit application' before the closing date.
- If you have made changes to your details or your child's details you will still have to resubmit the application. Check the 'My school admissions' page and click on 'Resubmit application' for your most recent changes to be recorded.
- After the closing date Southwark Council's school admissions team will accept the last submitted version of your application.
- Southwark Council cannot accept responsibility for applications and supporting documents which are not received by the closing date.

### What happens next?

- You will receive an email after 5pm on the offer day (**Secondary and UTC – 1 March 2019 / Transfer to Junior and Primary – 16 April 2019**) which will provide information on what to do next.
- You will also be able to view the outcome of your application on the eAdmissions website during the evening of the actual offer day.

## What communications will I be sent?

The eAdmissions website will send you various emails including:

- An email with your **user name** asking you to validate your email address.
- An email with your **application reference number** and the **summary of your submitted application**.
- An email **reminder** to submit any pending applications both one week before and 24 hours before the closing date. If you register less than 24 hours before the deadline you will not be sent this email.
- An email with the **outcome** of your online application will be sent during the evening of the actual offer day.

If you have registered your mobile phone number to be part of the text messaging service, eAdmissions will send you various text messages including:

- A text with your **validation code**.
- A text confirming your **user name**.
- A text **reminder** to submit any pending applications 24 hours before the closing date. If you register less than 24 hours before the deadline you will not be sent this text.
- A text with the **application reference** number of your submitted application.
- A text to inform you that the **outcome** of your application is available to view online. You will not be sent the outcome of your online application by text message.

## Important information

- If the online application system does not recognise your postcode or address you must contact the Southwark school admissions team by email at [schools.admissions@southwark.gov.uk](mailto:schools.admissions@southwark.gov.uk) or by telephone on 020 7525 5337 and our school admissions officer will be able to assist you.
- You must complete a supplementary information form (SIF) if the school you have listed as a preference requires this. Please view the individual school's page within Southwark's 'Starting primary/secondary school 2019-20' brochure to check if a SIF is required.
- The SIF will be available from the school and must be completed and returned directly to the school. Please check the individual deadline date for returning the SIF with each school.

For any further school admissions information or advice, please email the school admissions team at [schools.admissions@southwark.gov.uk](mailto:schools.admissions@southwark.gov.uk) or call the team on 020 7525 5337.