Making Your Online Application for High School

A 'Step by Step' Guide

Why Apply Online?

1. It's quick and easy to do
2. You will receive instant confirmation by email that your application has been received
3. There is no risk that your application will get lost in the post
4. You can change your details and school preferences online up to the closing date
5. The system is secure and available 24 hours a day 7 days a week up to the closing date
6. You can register your mobile phone number to receive reminder alerts
7. You can view the outcome of your application on 1 March, no waiting for the postman
8. You can accept or decline the place offered online, no paperwork to send in
9. You can attach supporting documents to your online application
10. It is more environmentally friendly

Keep a note of your application details here:

Username:	
Password:	

Application Reference Number: 3 0 7 - 2 0 1 8 - 0 9 - E - ☐ ☐ ☐ ☐ ☐ ☐

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www.ealing.gov.uk

Step 1: Register to apply online

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 2.

You will need an email address to register, but don't worry if you do not have one as you can sign up for a free Google mail email account on the site.

STEPS:

1. Go to **www.eadmissions.org.uk** and click *'Register to apply online'*

2. Enter your details; these must be the details of the person that has parental responsibility for the child. When you have completed all sections click *'Register'*

3. You will be sent an email with your username and a link to verify your email address. Click on the link in the email, you will then be sent a second email with your password.

Please remember to check your spam/junk folder.

In this section
- School admissions home
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Welcome to the eAdmissions website

This website is where you can apply for your child's nursery, reception, junior, secondary or university technical college placement for the school year September 2018/2019.

Choose one of the following options:

- **Create a new account**
- **Return to your existing account**
- **Forgotten your username and password**

NOTES:
- **Address:** The address used must be your permanent home address. Please do not provide a business address, child-minder's address, relative's address or any address other than your permanent home address.
- **Crown service:** You should only tick the 'Crown service' box if you are not living in Ealing and are a member of the UK Armed forces with a confirmed posting to the area or a Crown Servant returning from overseas. Your application must be accompanied by an official letter that confirms your relocation date and a unit postal address or quartering area address.

If you change your email address you must update your eAdmissions account so that you receive your offer email (see page 4 'changing your details').

Step 2: Log in to your eAdmissions account

STEPS:

1. Go to **www.eadmissions.org.uk** and click '*Login to your account*'

2. Enter your username and password and click *'Login'*, this will take you to your home page.

3. Unless you have just registered for a new account (Step 1) please remember to check your address details **before** you add your child's details in Step 3.

In this section
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Login

Login

Username	
Password	
	Login

- Forgotten your username or password?
- Not registered yet?

NOTE
- If you have forgotten your username or password click '*Forgotten your username or password*' to have them emailed to you.

Step 3: Adding your child's details

If your child's details are on your home page already you cannot add them again, go to Step 4 'Start a new application'.

STEPS:

1. Click *'Start a new application for a child that is not listed below'*

2. Enter the details requested about the child you are making the application for.

3. When you have filled in all the questions on this page click '*Save and Continue'*.

Go to Step 5 'Add your preference's'

NOTES:

- **Name:** Please complete your child's name as it appears on their birth certificate. Do not use shortened names or nicknames**.**
- **Address:** If your child lives at a different address you must enter this and attach a written explanation (see step 7 attaching documents)
- **Twin/Multiple Birth:** If your child is a twin or multiple birth you must make a separate application for each child and tick the multiple birth box.
- **Children currently or previously in the care of a Local Authority:** If you are completing your application for a child that is currently in the care of a local authority or was in the care of a local authority immediately prior to adoption or becoming subject to a residence, special guardianship, special educational or child arrangement order you will need to tick the box, select the Local Authority they are/were in the care of and attach a letter / care order / adoption papers to your application (see Step 7 Attaching documents).
- **Education Health and Care Place (EHCP):** If your child has an EHCP you should not complete the application as a place will be reserved for them in the school named in their statement/plan. If you are not sure please contact the SEN team (see useful contacts on the front page)

Step 4: Start new application

When you have added your child's details they will appear on your home page. If you have not added any preference's the option to '*Start new application*' will show under their name.

STEPS

1. Click on the link under your child's name *'Start new application'*,

2. Check that your child's details are correct and click *'Save and Continue'.*

Step 5: Add your school preferences

Add your preferences in the order you want them, you can select up to six schools. For reception applications we strongly advise that you add your Priority Area School as one of your preferences.

STEPS
1. School - Select the local Authority that the school is in from the drop down list, this will bring up a list of schools in the chosen borough, select the school you are applying for and click '*Add this school*'

2. Sibling - You must confirm if there is a sibling (brother or sister) attending the school by ticking Yes or No. If there is a sibling attending the school you must click '*Add Sibling*' and provide their details (if there is more than one sibling please give details of the youngest child as some schools will not give priority for a sibling attending/due to attend the sixth form). If you do not provide the siblings details your child will not be considered for sibling criteria and may miss out on a place at your preferred school.

3. Exceptional medical/social - Schools that have this as part of their criteria will provide a section for you to confirm if you are claiming exceptional medical/social circumstances. You will be required to confirm either 'medical' social' or 'no' before proceeding. Please see the admission criteria for the school for details on what evidence is required. Supporting documents must be sent to the school for your claim to be considered.

4. Supplementary Information Forms – If the school you are applying to requires a supplementary information form there will be instructions with a link to the form. This must be completed in addition to your application and sent directly to the school before the closing date.

5. Reason for preference – This is an optional field where you may express your reasons for choosing the school, this information is not viewed by the admissions team and will not affect the outcome of your application.
You must complete the above steps for each school you are applying to

When you have added all of your preference schools click '*Save and Continue*'. If you have not used all of your 6 preferences you will be advised of this and given the opportunity to '*Add further Schools*'. If you are happy with your preferences click '*Continue*'.

Step 6: Submit your application

Please note that until you have completed this step you have not yet completed your application.
You can make changes after submitting your application up until the closing date. Each time you make a change you must resubmit your application.

STEPS:
1. Check that your application details are correct: Child Details, Your Details and Preference Schools.

2. Read the Checklist to ensure that you have completed your application correctly.

3. Read the Declaration and tick to confirm that you have read and accept it.

4. Click '*Submit Application*'

Example Application (F)

DOB: 06/09/2006 Postcode: W5 2HR

▶ Edit child details

Secondary application to Ealing Council

Submitted   Last submitted date: 24/08/2017 13:47
Application Reference: 307-2018-09-E-006462

▶ View application
▶ Edit selected schools
▶ View, attach and withdraw documents

NOTES
- Once you have submitted your application you will be given a 16 digit application reference number that will look like the following: 307-2018-09-E-123456, you will also be sent an email with your application details and reference number. You can also see that your application has been submitted with your reference number on your home page as shown above.
- This unique reference number is your proof of having submitted an application, **keep it somewhere safe.**

If you do not receive confirmation that your application has been submitted with your 16 digit reference number (as above) you have not completed the application.

Step 7: Attaching Documents

When you have submitted your application you will be able to attach supporting documents. You will need to save the documents that you are attaching as either a JPEG or PDF file on your computer.

STEPS

1. On your home page under your child's details click '*View, attach and withdraw documents*'

2. Select the document type from the drop down menu (e.g. Proof of Child's DOB).

3. Click '*Choose File'* and select the saved document that you want to attach.

4. Click *'Attach file'*. Your document has now been attached and will be showing at the top of the page.

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NOTE
- If you have attached an incorrect document you can withdraw it by clicking *'Withdraw'* next to the document.
- You need to provide proof of your child's date of birth e.g. medical card at the time of application, you do not need to provide proof of address as this will be verified from council records.

Changing your details

You can make changes to your name, address, telephone number and email address anytime up to the closing date 31 October.

STEPS

1. On your home page click *'Edit your account'*

2. Make the required changes and click *'Save and Continue'* to re-submit your application.

Admissions | Help | FAQ

My school admissions

Currently logged in as: jbradley20.307

Logout

In this section
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This is your home page from where you can:

- Check and update your address before you start your application
- Is your child listed below? If yes, check and edit your child's details. If not, you should start a new application.
- Edit your application until the closing date
- View and respond to the outcome of your application

Start a new application for a child that is not listed below

NOTES
- If you have already submitted your application and you move out of the Borough of Ealing you will need to contact the Admissions Team as you will not be able to update your address online.
- If you change your email address you must update your eAdmissions account or you will not receive your offer email.

If you do not get confirmation that you have re-submitted your application the changes have not been saved.

Changing your child's details

You can change your child's details anytime up to the closing date 31 October.

STEPS
1. On your home page under your child's details click *'Edit child details'*

2. Make the required changes and click '*Save and Continue'* to re-submit your application.

Example Application (F)

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If you do not get confirmation that you have re-submitted your application the changes have not been saved.

Changing your preferences

You can add, delete, edit or change the order of your preferences anytime up to the closing date 31 October.

STEPS
1. On your home page under your child's details click the link *'Edit selected schools'*

Edit school information
To add a sibling, medical/social claim or reason text:
1. Click *'Edit'* next to the school that you wish to amend.
2. Edit the details and click the button *'Save and Continue'*

Deleting a preference
1. Click *'Delete'* next to the school that you wish to remove.

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Application Reference: 307-2018-09-E-006462

▶ View application
▶ Edit selected schools
▶ View, attach and withdraw documents

Adding a preference
If you already have 6 preference's you must first delete the school you no longer require.
1. Select the local Authority that the school is in from the drop down list, this will bring up a list of schools in the chosen borough, select the school you are applying for and click *'Add this school'*.
2. Follow Step 5 'Add your school preferences'.

Changing your preference order
1. Click the link *'Move up'* or '*Move down'* next to the school you wish to amend.

When you have finished making changes to your preferences you must click '*Save and Continue*' this will display your new application details. You should check these before clicking '*Submit Application*' at the bottom of the page.

If you do not get confirmation that you have re-submitted your application the changes have not been saved.

The Admissions Team are here to help if you have any difficulties completing your application. Please contact us on 0208 825 5511 (Mon to Fri 9am-12pm) or email: mainroundadmissions@ealing.gov.uk