

APPLY ON TIME FOR SCHOOL

A guide for Brent parents to help you apply on time
for a school place starting September 2027.

Full information for parents/carers of children starting school in
September 2027 can be found at www.brent.gov.uk/admissions.

	Transferring to Secondary school	Starting Primary school and transferring to Junior school
Who should apply?	Apply for children born between 1 September 2015 and 31 August 2016	Primary: Apply for children born between 1 September 2022 and 31 August 2023 Junior: If your child is in year 2 at an infant school and born between 1 September 2019 and 31 August 2020, you must apply for a place at a junior school
Deadline	31 October 2026	15 January 2027
Offer Day	1 March 2027	16 April 2027
School Starts	September 2027	September 2027

Apply now at www.eadmissions.org.uk





A Plan your application

- You need an **email address** to apply. If you don't have one go to **www.googlemail.com** and click 'Create an account'.
- **Decide** the schools you want to apply for before you start the application form online.
- **Read** the handbooks online at **www.brent.gov.uk/admissions** for detailed information about how to apply and Brent schools.
- **Visit** the schools
 - Open events for secondary schools are listed on our website.
 - Telephone primary schools to arrange a visit.
- **List six preferences**
Listing only one school does not improve your chances.



B Register and Login

- 1 Go to **www.eadmissions.org.uk**
- 2 If you have used the eAdmissions system in the last 3 years to apply for a school place for any of your children you do not need to register again. Instead please go to Step 9.

Also if you work in a school and have a USO account ending .XXX or a user account ending .uso please go to step 9.

- 3 If this is the first time you have applied choose 'First time visitors - create a new account' and follow the instructions on screen.
- 4 You will then be asked to create your own password.
- 5 Your username will be displayed on screen, make a note of it.

- 6 Select 'Login to eAdmissions' and enter the password that you have just created.
- 7 You must validate your email address before you can continue your application. Check your emails for the 'Email validation and username' email and follow the instructions in the email.
- 8 The email will also contain a link which will take you to the eAdmissions login page to start your application. Please jump to Section C
- 9 On the home page select 'Existing account' and enter your username and password.
- 10 If you have forgotten your username or password we can re-send them to you when you select the 'Reset password / Forgotten username?' link and follow the instructions on screen
- 11 We will send you an email to the email address you used when you first registered (please check your spam/junk folder as it may have gone there).



C Child details and preferred schools

- 1 The next page is your home page called 'Your home page'. If you can see your child's name listed on the page, select the 'Add schools' button below the child's name.
- 2 If your child's name is not listed, select the 'Start an application' button at the top of the page. Enter the details requested about the child you are making the application for on the 'Child details' page and select the 'Save and continue' button.

- 3** Please provide the council tax number for the address where your child lives. Please select your child's current 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 current school name listed. If you have twins or triplets you must make a separate application for each child and tick the multiple birth box on each application.

- 4** Click 'Add school' to complete the Preferences section. Change the local authority if the school is outside Brent.

- 5** Add specific information about the school (e.g. brothers or sisters already attending)

Some schools will have a medical and/or social criterion that you may like your child to be considered 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.

- 6** Repeat steps 4 and 5 to list more schools until you have listed all your preferences.
- 7** Each time you fill in the information on a page, make sure that you select the 'Continue' button or the information will not be registered.
- 8** When you have finished adding schools to your application select 'Confirm selection'.



D Final check and Submit

- 1** Check your application carefully. If you need to make changes use the 'Back' button at the top of the page. Then from the 'Your home page' you can edit the child's details by choosing the 'Edit details' option next to your child's name and you can edit the schools by choosing the 'Edit selected schools' option next to the schools list.
- 2** Read and agree the declarations by clicking in the boxes then click 'Submit Application'.
- 3** 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: 304-2027-09-E-654321. This is your proof that you have submitted your application successfully.



E Make changes and Attach documents

- 1** You can make changes and attach supporting information up to the closing date by logging into the system using your username or email address and your password.
- 2** Each time you make a change you must re-submit your application. You will receive a confirmation email each time you successfully change your application.
- 3** You will also receive a confirmation for each document you attach.

Further support and advice

Help logging in/registering

Phone **020 8255 5555 – Option 1** (eAdmissions Support)

Help completing the online form

Click on the 'Help & Tutorials' button at the bottom of the eAdmissions home page to view step by step instructions.

Help with anything else

Online: **www.brent.gov.uk/admissions**

Email: **school.admissions@brent.gov.uk**

Phone: **020 8937 3110**



Apply for Free School Meals

Registering could bring valuable extra funding, known as Pupil Premium, to your child's school.

Please apply even if you don't want your child to receive a free meal.

It's quick and easy to apply online at
www.brent.gov.uk/freeschoolmeals